

**Minutes of the  
Burton-in-Lonsdale Parish Council Meeting  
7.30pm, Thursday 17<sup>th</sup> November 2022  
in the Village Hall, Burton in Lonsdale**

**Present: Parish Councillors: Peter Thompson, David Taylor, Mike Biles, Ian Wardle, Belinda Strickland, Rebecca Spedding; 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.**

- 113/2022** Apologies  
No apologies were received
- 114/2022** Code of Conduct and Declaration of Interests  
To record Councillor's Disclosable Pecuniary Interests relating to this Agenda or a matter in which a member has another interest; changes since previous disclosure to Craven District Council.  
**Resolved:** No declarations of interest to be declared.
- 115/2022** Election of Vice Chair  
Nomination for role of vice chair – Councillor Billie Strickland  
Proposed by Councillor Peter Thompson  
Seconded by Councillor David Taylor  
**Resolved:** – to appoint Councillor Billie Strickland as Vice chair
- 116/2022** Public Statements and Questions  
None
- 117/2022** To consider the following new correspondence and decide action where necessary  
Email correspondence re street lights -  
  1. a report of two lights out at the west end of the Village – we have been advised that the lights have now been fixed
  2. a request for a light at 6 Duke Street to be switched off in the summer months – it is not clear who would be responsible for removing or resiting the light. The clerk has enquired with NYCC and is awaiting a reply. It is hoped the matter can be resolved before it becomes a problem again in summer 2023.
- 118/2022** District and County Councillors updates  
None
- 119/2022** Minutes  
Approval of Minutes by the Councillors:-  
  - a) the Extraordinary Council Meeting of 6<sup>th</sup> October 2022: **Approved**
  - b) The Recreation Committee Meeting of 13<sup>th</sup> October 2022: **Approved**
  - c) the Full Council Meeting of 20<sup>th</sup> October 2022: **Approved**
- 120/2022** Police Report  
PCSO Jayne Grace advised of 4 incidents reported to the Police between 19.10.22 and 16.11.22:-  
20.10.22 – Concern for welfare/safety – in order  
09.11.22 – Domestic incident  
10.11.22 – Police admin – firearms record  
16.11.22 – Animal/criminal damage – deceased sheep suspect

She advised that suspect incidents should be reported at the time on 101 or 999 if urgent and gave the following contact information :-

Working to keep North Yorkshire a safe place to live, visit & work - visit

[www.northyorkshire.police.uk](http://www.northyorkshire.police.uk)

Useful site re Crime and policing in England which allows you to search re incidents recorded in your area [www.police.uk](http://www.police.uk)

You can also report safety issues under speed concerns on - [www.roadwise.co.uk](http://www.roadwise.co.uk).

Contact Information:

1 Ring 999 in an emergency or to report a crime in progress

2 Ring 101 to report incidents or provide information

3 Ring Crime Stoppers on 0800 555 111 to remain anonymous

4 E-mail [SNACraven@northyorkshire.police.uk](mailto:SNACraven@northyorkshire.police.uk)

### **121/2022 Training**

To receive feedback from training courses attended:-

Councillor Strickland attended a Planning Nuts and Bolts training session. She reported that the session was very useful and covered all the basics of the planning process. The presenter of the training, Lance Wiggins Director of Lion Planning, has more than 30 years' experience in town and country planning and is willing to answer any future queries relating to planning. Councillor Strickland plans to summarise the main points of the session and circulate to the councillors.

### **122/22 To review Terms of Reference and Standing Orders**

a) To review the Council's Complaints Procedure –

- Councillor Biles queried point 1.3 of the complaints procedure regarding revealing the name of the complainant and when this may be necessary.
- He also queried point 3 re dealing with issues before they become a complaint
- He also queried point 4.2 as to who should convene an extraordinary meeting. The clerk advised that the Chair, or in their absence the Vice Chair, and not the Clerk, have the right to convene an extraordinary meeting.
- It was also suggested that in point 4.2 28 days would be a more reasonable timescale for the complaint to be considered at a Council meeting.

Councillor Biles agree to redraft the Complaints Procedure for approval at the January Council Meeting.

b) To review the Council's Risk Assessment – Council Biles requested that columns be added to the Risk Assessment Procedure so that the frequency of the inspection and the person responsible can be added.

Councillor Biles agreed to redraft the Council's Risk Assessment for approval at the January Council meeting.

c) To review the Council's Code of Conduct - **Resolved – to approve the Code of Conduct**

Councillor Taylor raised the question as to which documents are required to be posted on the Parish Council website, and noted that other Councils do not appear to have documents on their websites.

The Clerk agreed to find out which documents are required to appear on the website.

### **123/2022 Finance Matters**

- a) Update re bank account with Unity Trust – Councillor Taylor advised that the application for a Unity Trust account bank now been completed and the account is open. Signatories should receive a letter with instructions as to how to access the account online. Some of the Parish Council funds will be transferred over to the new account shortly, with a balance left to cover any outstanding payments. It has also been suggested that the surplus funds of the Jubilee account be left in the Nat West account.
- b) To receive the Bank Balances and Receipts – shown in appendix 1
- c) To approve accounts for payment – shown in appendix 2
- d) To consider the half-year accounts – shown in appendix 3
- e) Approval of Budget for 2023/2024 year

**Resolved – to Approve the 2023/2024 Budget**

f) To approve spending plans -

Councillor Thompson advised that there is an amount of approximately £24,000 in Parish Council funds that is currently unallocated. There are several projects that the Council would like to consider:-

- i. Speeding traffic - the Council has considered purchasing a second VAS sign but there are other possible solutions to consider. See 121/2022 below
- ii. Village green parking space – see 123/2022 below
- iii. Village entrance improvements – see 124 / 2022
- iv. Village Hall improvements. The Village Hall are planning major improvements. The Council is aware that the focus in the past has been on the Pavilion and sports field and believe it's time to focus on the main street area. The Parish Council would like to contribute towards the costs of the Village Hall improvements.
- v. Information signs – the Parish Council would like to work with the Heritage Group to provide signs to inform visitors about the Village and its heritage.
- vi. VOSCY – the Parish Council would like to set money aside to improve the VOSCY area
- vii. Footpath improvements – the Parish Council would like to improve footpaths and to produce a map of walks round the village
- viii. Marketing the Pavilion and Recreation field - a suggested amount of £500 has been proposed to develop a marketing plan to promote use of the playing field and pavilion and generate income.
- ix. Storage facility at the Recreation Field - there are funds available in Community Sports to provide a storage area so that the changing rooms are freed up which may encourage more use of the sports facilities.
- x. Woodland Trust Area – to create a dog walking area, to fix fences and gates to keep dogs off the playing field, to provide direct access from the road, and to provide a dog bin.

Councillor Thompson advised that there will in the future be a sum payable by the developers of the School site, although how much and when the money will be available is currently uncertain. Other projects such as the replacement of the MUGA surface could be considered if that money becomes available.

Precise sums for each of the above proposed projects are not known at the moment. Each project will be researched and costed before being presented for approval at a future Council meeting.

Councillor Thompson offered to put an article in the Burtonian asking for any other ideas for future projects.

- g) To agree the precept for the 2023/2024 year. Councillor Taylor advised that the total proposed budget for 2023/2024 of £22,616 and approximate income of £3,050 would leave a balance of approximately £19,500 which is proposed as the precept for the 2023/2024 year. The current precept is £17,500 and hasn't increased much in 4 years. The aim of the Parish Council is to keep the precept as low as possible whilst covering costs which are increasing and will need to be covered by the precept.

**Resolved – to Approve the 2023/2024 Precept at a figure of £19,500 – the motion was carried with five votes in favour. Councillor Wardle abstained**

- h) To report on the completion of the External Audit – Councillor Taylor advised that the External Audit should have been completed by 30<sup>th</sup> September 2022 but that the External Auditors had failed to do this. When it was finally received in November, it agreed with the findings of the Internal Audit. The report is now on the website and the notice board.

**124/2022 Highway Matters**

- a) To receive updated information regarding the VAS sign – recent information has advised that the Parish Council may not have the authority to put up VAS signs and this is a matter of disagreement between the solicitors of NYCC and YLCA. The Parish Council should wait for further advice before purchasing another VAS sign.
- b) To receive updated information regarding a meeting with Highways – possible actions are:
  - A trial with North Yorkshire Police for installation of permanent or temporary speed signs

- Join community speedwatch
  - Bollards - would these be robust enough and if they get knocked down who is responsible for replacing them
  - Possibility of village entrances /gates with speed signs and lines across the road
- Councillor Thompson to pursue the above possibilities and report back at a future Parish Council meeting.
- c) To consider setting up a public meeting to discuss highway matters, inviting Highways and police to attend. This will be considered once more information has been received re highway matters.

**125/2022 North Yorkshire County Council and Craven District Council**

**To note the following planning approvals:-**

**Application No: 2022/24264/FUL and Application No: 2022/24265/LBC**

Applicant: Mr and Mrs Gere

Proposal: Conversion of the existing outbuilding into an office and family recreation space

Location: Castle Hill Farm, 2 High Street, Burton in Lonsdale, Craven, LA6 3JU

Decision/Date 9th November 2022

**126/2022 Village Green**

Update re creating a parking space -

- Possibility that B4RN volunteers may help with the required work.
- The project needs to be designed, costed and approved before any work can commence
- Councillor Taylor to arrange meeting on site to discuss possible layouts

**127/2022 West Entrance to the Village**

To consider a paper to seek funding to support work by PALS landscaping the west entrance to the Village.

A proposal has been produced with a design, planting scheme etc. for the village entrance areas. Since then it has been learnt that there is a plan to widen the entrance to the School Site at the West Entrance which will cut into the corner in front of the horse chestnut tree. The Council need to understand the road widening design further before developing this area. Councillor Strickland has contacted planners to find out more and will chase.

Councillor Thompson has produced a proposal to develop the East and West entrances to the Village at a total cost of £1000 for both entrances. B4RN for BiL (Burton Regeneration Group) have agreed to contribute £300, PALS will contribute £300 and the Parish Council £400. The proposal was accepted in principal.

**128/2022 Volunteer Group**

To consider supporting the establishment of a group of volunteers to assist with work around the Village.

It is proposed to talk with the B4RN volunteers and once the B4RN installation is complete to organise volunteers to carry out tasks around the Village.

A question was asked regarding insurance cover for volunteers – Councillor Thompson advised that the current insurance covers employees of the council including volunteers. A list of names people involved in any task should be taken.

**129/2022 Date & time of forthcoming meetings**

19<sup>th</sup> January 2023: Full Council Meeting

The meeting closed at 8.50 pm

**Signed .....**

**Dated .....**

Appendix 1

**Bank Reconciliation 17/11/22**

Bank Balances as at 17.11.2022

Current Account	300.00	
Reserve Account	44,057.29	
Total bank balances		<b>44,357.29</b>
Less outstanding cheques		817.03
Balance per cashbook		<b>43,540.26</b>

01.04.22	<b>Cashbook balance brought forward</b>	45,504.79	
	Receipts year to date	19,879.45	
	Payments year to date	-21,843.98	
17.11.22	Balance per cashbook year		<b>43,540.26</b>

**Receipts since the last report:-**

12.10.22	Reed / pavilion hire	40.00	
27.10.22	Caton Terriers /Rec field hire	110.00	
28.10.22	Burton YFC / Pavilion hire	25.00	
28.10.22	Bridge Club / Pavilion Hire	80.00	
31.10.22	Interest	15.35	
	<b>Total Receipts</b>		<b>270.35</b>

Appendix 2

**Parish Council Meeting 17th November 2022**

Payments since last summary

Payments previously authorised and signed:-

01/01/2022	2652	Clerk's salary	437.80
------------	------	----------------	--------

Payments to be authorised and signed:-

15/11/2022	2653	PKF Littlejohn - Audit	240.00
15/11/2022	2654	D Thornton - cleaner	30.00
15/11/2022	2655	Signs Express - Pavilion signage	191.56
15/11/2022	2656	Pureclean Window Cleaners	17.00
15/11/2022	2657	Safety signs - No Overnight Parking Signs	33.98
15/11/2022	2658	Willam Hartley Grass cutting October	218.75
15/11/2022	2659	Clerk's expenses (incl paper towels pavilion)	57.70

		<b>Total payments since last summary</b>	<b>1,226.79</b>
--	--	--	-----------------

Appendix 3

**Receipts and Payments Half Year**

**RECEIPTS to 30th September**

	Half year 1/4/22 - 30/9/22	Half year 1/4/21 - 30/9/21
CDC: Annual precept (full year/half year)	17,500.00	8,750.00
Covid grants		8,000.00
Terriers JFC / Archers field hire	332.00	948.00
Pavilion Hire	1,547.00	303.00
Bank Compensation and interest	230.10	2.80
Scottish power FIT payments		54.04
Fenland Leisure (Refund)		177.60
TOTAL Receipts	<b><u>19,609.10</u></b>	<b><u>18,235.44</u></b>

**Payments to 30th September 2022**

Half Year budgeted payments	7,585.91	9,265.52
Payments from reserves:-		
Howsons - Hot water system		2,250.00
Taylor Environmental Groundworks Ltd	3,480.00	
Burton in Lonsdale Heritage Trust (Jubilee)	1,700.00	
M D Hanafin - Bollards	2,083.50	
VAT paid (to be re claimed)	1,327.11	798.30
Total payments	<b><u>16,176.52</u></b>	<b><u>12,313.82</u></b>

Opening cash book balance	45,504.79	45,676.23
Total receipts as above	19,609.10	18,235.44
Total payments as above	16,176.52	12,313.82
Closing cash book balance	<b><u>48,937.37</u></b>	<b><u>51,597.85</u></b>

Bank balances as at 30.09.2022	50,240.41	53,274.38
Unpresented cheques	-1,303.04	-1,676.53
Closing cash book balance	<b><u>48,937.37</u></b>	<b><u>51,597.85</u></b>