

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm Thursday 26<sup>th</sup> September 2019**  
**Village Hall, Burton in Lonsdale**

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**Present:** Councillors Handley, Mason, Salrein, Sedgwick, Shaw, Tate and Thompson (Chair); 5 members of the public.

**Apologies:** None

**In attendance:** the Clerk.

- 1 **Code of Conduct and Recording of Disclosable Pecuniary Interests**  
To record Councillor's Disclosable Pecuniary Interests relating to this Agenda and any changes since the previous disclosure to Craven District Council  
There were none recorded.
- 2 **Minutes and Matters Arising:** Parish Council Meeting 25 July 2019  
The Minutes of the meeting of 25<sup>th</sup> July 2019 were accepted as an accurate record, with no amendments, to be signed at the end of the meeting.
- 3 **Public Questions** or Statements  
There were none.

The Chair proposed and it was agreed agenda item 6 be moved forward.

- 6 **Defibrillator at the Sports Pavilion**  
Consideration of proposal to install a defibrillator at the Sports Pavilion  
Background: following the February 2019 Recreation Committee meeting (item 5), Cllr Thompson and the Clerk investigated the provision of a defibrillator, consulting the West Yorkshire Ambulance Service, Laraine Sullivan (Ingleton Save a Life) and John Wood and Julie Clarke (Burton in Lonsdale First Responders).

The Clerk wrote a short paper, circulated to councillors prior to this meeting, giving details of discussions with Laraine Sullivan and John Wood, along with estimates of initial purchase and annual running costs and training requirements.

Laraine Sullivan, co-ordinator for the defibrillator scheme in Ingleton, and John Wood, Burton First Responders, were invited to speak to this item to give further information and answer any questions councillors might have.

Laraine Sullivan made the following points:

- Gave background to Clerk's research and Ingleton's experience re defibrillator provision and financing.
- Drew Councillors' attention to the resuscitation training videos available online from the British Heart Foundation.
- Favours unlocked cabinets because unlocked cabinets are recommended (except in high risk sites) by The Resuscitation Council (UK), The British Heart Foundation, London Ambulance Service and SADs UK (Sudden Arrhythmic Death Syndrome). The reasoning behind this is that defibrillators should be readily accessible and easy to use without the risk of human factors causing a delay. The caveat to this is that people should be reminded to call 999 first to ensure the paramedics are on their way.

- Finance: a village-wide meeting is recommended, to involve as many as possible, and to give ‘ownership’ to as many people as possible.
- Important to offer training to all residents in CPR technique and use of defibrillator on a regular basis; this will ensure as many people know what to do in an emergency. This can be done alongside the First Responders’ work.
- Finally, it was emphasised each village must decide for itself, according to its individual circumstances, which defibrillator and training.

John Wood made the following point:

- Favours a locked cabinet, as ‘forces’ individuals to call the Ambulance Service (999) first, and in order to get the combination lock number from the Service; this would ultimately save time, as would get an ambulance en route whilst defibrillator being used. This is recommended by WYAS.

Cllr Thompson stated the Recreation Committee recommends to full council the provision of a defibrillator at the Sports Pavilion.

The following questions and resolutions were put to Councillors:

**Resolved:** a defibrillator be provided at the Sports Pavilion

**Resolved:** the defibrillator be the same type as that at the Village Hall

**Resolved:** the cabinet housing the defibrillator be unlocked/open

It was noted that, at a previous meeting, County Cllr Ireton had indicated there may be funding available from his Councillor budget, for annual maintenance items.

Cllr. Tate proposed and was seconded by Councillor Thompson:

**Resolved** a defibrillator, of the same type as the one at the Village Hall, and a cabinet be purchased and installed at the Sports Pavilion

It was further

**Resolved:** in this instance to pay for the equipment from the council’s funds, rather than wait for grant funding; in this instance total cost is estimated at circa £1500, including installation.

Councillor Mason proposed, seconded Cllr. Thompson:

**Resolved:** funding be sought for training and possibly a 3<sup>rd</sup> village defibrillator (location to be decided with advice from WYAS).

Laraine Sullivan reminded the meeting of the Defibrillator Awareness and Training Day on Saturday 26<sup>th</sup> October at Ingleton Community Centre 12-4pm; all are welcome to come along to free session.

The Chairman thanked Laraine Sullivan and John Wood for their input into this item and for attending this meeting.

#### 4 Reports

a) Police: Regular business report; PCC survey re taser deployment

There was no report; the Chairman suggested councillors respond individually to the survey regarding taser deployment.

Cllr. Salrein requested the Clerk to invite a police representative to the next council meeting in order to discuss Highways matters re speeding on the High Street.

- b) North Yorkshire County Councillor  
No report.

Highways: Skipton Kex Gill information events

The Chairman drew councillors' attention to the information events regarding the upgrade of the A59 road at Kex Gill, outside Skipton.

- c) Craven District Councillors; Planning Matters  
Application 2019/20839/FUL: land at end of Manor Close: notification was dated 23 August; comments to be submitted by 13 September; there were no comments.
- d) Clerk: YLCA, Correspondence: no reports
- e) The Public Sector Bodies (websites and mobile applications) (No. 2) Accessibility Regulations 2018: this will be dealt with at the next meeting.

**5** Finance Matters

- a) Bank balances, including receipts since statement date  
The Clerk circulated provisional details of bank balances and commitments to councillors prior to the meeting (see appendix). This will be updated for the Minutes after this meeting.
- b) Approval of payments of budgeted and non budgeted items  
**Resolved**  
To approve payments as per appendix; cheques to be signed after the meeting.
- c) New model financial regulations  
The National Association of Local Councils (NALC) has issued a new financial regulations model; the Clerk will circulate to the Finance Committee, along with this council's current regulations, for further consideration at the next Finance Committee meeting.
- d) Proposal to adopt and insure VE Day Commemoration event  
Mike Lavelle gave the meeting details of the inaugural meeting of the VE Day Commemoration Group, which includes Cllr Rev Tate. The event, scheduled for Friday 8<sup>th</sup> May 2020, will take the form of a Street Party on Low Street (both Low Street and Duke Street would be closed on the day). Speakers and musicians have already been planned/booked.  
Cllr. Tate proposed, seconded Cllr Thompson  
**Resolved**  
The Parish Council will adopt the event, and provide event insurance.  
The organisers were requested to provide a risk assessment in due course, and keep minutes of each meeting and decisions for the council's records.
- e) Fields in Trust: renewal of annual subscription  
The Chairman informed the meeting that membership of Fields in Trust was started in order to take advantage of the perceived benefits available; however, since that time, it has become clear that the council has not received any benefits, and is unlikely to do so in the near future.  
**Resolved**  
To let membership of Fields in Trust lapse for the foreseeable future.

## 7 Parish Councillor Reports

### a) Village Hall Committee

The Committee has published in the Burtonian a plan of alterations agreed by the Committee; the plans have yet to be submitted to Craven District Council for approval.

The new lighting is considered to be an improvement; new fire alarms are on order.

### b) Bentham Common Lands Charity

Cllr Salrein informed the meeting she is waiting for a letter from the head office (in her personal capacity as a Trustee). She did not state on what subject.

### c) Woodland Trust: no report.

### d) Local Footpath Volunteers

The Chairman reported that whilst some work had been done at the beginning of 2019, since then, no further work has been done. However, a proposal by David Gibson (local organiser) will see further works being done in the near future (no date given).

## 8 Recreation Committee

### a) Grounds and Outdoor Equipment: inspection reports; maintenance

The Chairman reported visual inspections continue; equipment maintenance is underway, thanks to Recreation Committee Mike Illsley.

#### **Resolved**

To order HAGS spare parts for two items of play equipment, total £160 ex VAT.

Inspections: there appears to be a difference in opinion between inspectors for the last two annual inspections, which requires resolution. The outdoor gym equipment inspection remains outstanding.

Clerk to discuss outstanding items with Recreation Committee member Mike Illsley.

### b) Pavilion: report re bookings, maintenance and cleaning

The Chairman reported a new regular weekly booking has started (Bentham Bridge Club); otherwise, bookings have been steady, taking advantage of the summer season.

### c) Provision of oven for kitchen – statement from BRG trustee

An email from Sarah Salrein was read to the meeting, emphasising the need for a cooker to be provided in the kitchen.

Cllr. Mason proposed, seconded Cllr. Thompson, it was

#### **Resolved**

To make enquiries of Mark Butler (Interiors) re purchase and installation of a cooker, with possible lay-out alterations.

### d) Event 2<sup>nd</sup> November: Dancerthon: charity fund-raising event

A local resident is holding a Dancerthon to celebrate a birthday; any funds raised will go to charity. As the event will be open to the public and is in aid of charity, the Chairman proposed and it was

#### **Resolved**

To support and adopt the event, and provide event insurance

## 9 Maintenance Reports

- a) Village Green, including War Memorial: new tree for Village Green  
Billie Strickland was invited to speak to this item: the Village Green crab apple tree has died (mostly due to over-zealous grass strimming by a previous contractor, damaging the bark). She is happy to co-ordinate the research, purchase and planting of a replacement tree (crab apple or otherwise). Cllr Sedgewick offered to include the tree purchase with his own bulk purchase of new tree whips in the near future; this was accepted.
- b) Riverside Land: consideration of proposed works and cost  
A quote of £400 from a local contractor for the felling of a dead ash tree and the trimming back of several other trees has been received.  
**Resolved**  
To accept the quote, and ask the contractor to do the work as soon as convenient.
- c) Very Old and Separate Churchyard  
Cllrs Thompson and Tate have conducted an annual visual safety inspection: all appears to be in order; the written report will be sent to the Clerk shortly.
- d) Street Lighting  
Cllr Thompson reported, following complaints in 2018 summer of the street light encouraging numerous insects entering a bedroom window, he had visited the residents at 6 Duke Street (where a street light is mounted on a street-side wall); the matter of whether to remove the light was left with the residents if they wished to take the matter further.
- e) Public benches  
Although no benches are reported to require any work, it was noted contractors doing work on Ireby Road had left mounds of used tarmac in the verge. The Clerk will contact Highways to get it removed.

**10 Items to be included by Clerk in press release**

**Resolved**

To report the decision to provide a defibrillator on the Recreation Field.

**11 Date, time and venue next Recreation Committee, Finance Committee and full Council meetings:**

**Resolved** unless subsequently changed with agreement from councillors or committee members, the following meetings dates are agreed:

Recreation Committee: 24<sup>th</sup> October 2019

Finance Committee: 14<sup>th</sup> November 2019

Full council: 28<sup>th</sup> November 2019.

The meeting closed at 9.08pm.

**Signed** .....

**Dated** .....

**Appendix**

**September 2019**

**Bank Balances, including receipts**

|  |                         |
|--|-------------------------|
| Current Account at 13.08.19                  | 300.00                  |
| Business Reserve A/c at 13.08.19             | <u>33,025.93</u>        |
|  | 33,325.93               |
| Receipts                                     | <u>679.00</u>           |
| Burton Young Farmers                         | 40.00                   |
| Lawson, D&S                                  | 20.00                   |
| Lonsdale Archers (£108); J Shaw (£50)        | 158.00                  |
| Cash (3 items)                               | 119.82                  |
| Interest                                     | 5.44                    |
| Cash (re J Longton booking 15.9.19)          | 40.00                   |
| Cash (re S Wilson booking 31.8.19)           | 250.00                  |
| Lonsdale Archers (April, May & Aug bookings) | 369.00                  |
| Burton Young Farmers                         | 10.00                   |
| K Reid (pavilion booking 17/8/19)            | 50.00                   |
| Less unrepresented cheques at 13.09.19       | 0.00                    |
|  | <u><b>33,325.93</b></u> |

**Commitments as at 26th September 2019**

|   |                 |
|---|-----------------|
| Contingency Fund (raised to £5000 per resolution 12/11/18)                                      | 5,000.00        |
| Very Old and Separate Churchyard:   |                 |
| Lych Gate Restoration grant   | 200.00          |
| Safety Notice, memorials (400) & 190  | 552.75          |
| Clerk's Retirement Gratuity provision (3% gross annual salary)<br>at ye 2019 (ye 2018 £2225.70) | 2,297.51        |
| Community Orchard Project: remaining costs  | 565.49          |
| Pavilion cooker installation  | 500.00          |
| Pavilion power supply (change of supplier) estimated<br>outstanding amount                      | 500.00          |
| Budget remaining as at report date  | <u>6,313.39</u> |
|   | 15,929.14       |

**General Reserves at 26.09.19** 17,396.79

2nd tranche precept due end Sep 2019 8,500.00

**Forecast General Reserves at year end 31.3.20** **25,896.79**

| <b><u>Payments August 2019</u></b>    |   | <b><u>Budgeted</u></b> |            |
|---------------------------------------|---|------------------------|------------|
| 2340                                  | C Edmondson: Pavilion cleaning July 2019        | 40.00                  | pd         |
| D/D                                   | Scottish Power                                  | 53.87                  | pd         |
| 2341                                  | M Illsley - Hammerite for goal posts            | 31.98                  | pd         |
| 2342                                  | S Gregory: salary, expenses, August 2019        | 336.90                 | pd         |
| 2343                                  | C Edmondson: Pavilion cleaning August 2019      | 30.00                  | pd         |
| 2344                                  | J Hartley & Sons: grass cuts July 2019          | 394.20                 | pd         |
| 2345                                  | Yorks Water: supply 7 Jun - 16 Aug 2019         | 171.47                 | pd         |
| <b><u>Payments September 2019</u></b> |   |                        |            |
|                                       | M Illsley - items for play equipment            |                        |            |
| 2346                                  | maintenance                                     | 180.11                 |            |
| 2347                                  | J Hartley & Sons: grass cuts August 2019        | 550.80                 |            |
|                                       | Richard Simmonds: pavilion window cleaning      |                        |            |
| 2348                                  | Sep 19  | 17.00                  |            |
| 2349                                  | The Play Inspection Company Ltd                 | 120.00                 |            |
|                                       | PKF Littlejohn LLP: annual external audit 2018- |                        |            |
| 2350                                  | 19 accounts                                     | 240.00                 |            |
|                                       | Gregory & Co: broadband/email service Jul-Sep   |                        |            |
| 2351                                  | 2019  | 42.00                  |            |
| 2352                                  | S Gregory: salary, expenses Sep 2019            | 319.80                 |            |
| 2353                                  | HMRC re PAYE Jul, Aug, Sep 2019                 | 119.40                 |            |
| 2354                                  | C Edmondson: pavilion cleaning Sep 2019         | 40.00                  |            |
|                                       |   | <hr/>                  |            |
|                                       |   | <b>1,629.11</b>        | (Sep only) |
|                                       |   | <hr/>                  |            |