

**Minutes**  
**Burton-in-Lonsdale Parish Council Annual Meeting**  
**7.30pm Thursday 23<sup>rd</sup> May 2019**  
**Sports Pavilion, Burton in Lonsdale**

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**Present:** Councillors Handley, Mason, Shaw, Tate and Thompson (Chair).

**Apologies:** Cllrs Salrein and Sedgwick.

**In attendance:** the Clerk.

- 1 **Code of Conduct and Disclosable Pecuniary Interests**  
To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items  
There were none.
- 2 **Public Statements and Questions**  
There were none.
- 3 **Election of Chairman and Vice Chairman for the year 2019 - 2020**; handover of the Chair to the new Chairman, signing of Declarations of Acceptance of Office by Chairman and Vice Chairman  
Cllr. Mason proposed Cllrs Thompson and Handley continue in their roles as Chairman and Vice Chairman.  
**Resolved**  
Cllrs. Thompson and Handley be re-appointed as Chairman and Vice Chairman respectively for the year 2019-20.  
The Declaration of Acceptance of Office was signed by both Councillors.
- 4 **Recreation Field Committee 2019-2020** – appointment of 3 members  
Cllrs. Thompson and Mason agreed to continue their roles on the Recreation Field Committee.  
**Resolved**  
To re-appoint Cllrs. Mason and Thompson and appoint Cllr. Tate to the Committee.  
Messrs Illsley and Parker to be asked if they wish to continue as non-council members of the Committee.
- 5 **Election of Parish Council Representatives to Outside Bodies** for year 2019-2020 (not necessarily from within the Parish Council):
  - Village Hall Committee - 2 representatives  
Cllr Thompson stated he is happy to continue and should anyone else wish to sit on the Village Hall Committee, there is another seat available.  
**Resolved**  
Cllr Thompson be appointed as the Council's representative on the Village Hall Committee for the year 2019-20.
  - NYCC Countryside Volunteers - 2 representatives  
**Resolved**  
To appoint Cllrs. Shaw and Thompson as Council representatives to the NYCC CV and include them on the mailing list with other volunteers.
  - Burton Community Sports Association- 2 representatives  
Cllr. Thompson stood down and recommended the Council supports BCSA if requested. (contacts: Messrs. Boxall, Brisco and Parker).

- Woodland Trust - 1 representative  
**Resolved**  
To re-appoint Cllr. Thompson as the Council's representative to the Woodland Trust.
- Yorkshire Local Councils Association - 2 representatives  
**Resolved**  
To appoint the Clerk as the representative, together with a Councillor who will attend any YLCA meetings, if an agenda item requires attendance.
- NYCC Emergency Committee - 1 representative  
**Resolved**  
Andy Ive has represented the Council during the past twelve months and will be asked to continue this role for the year 2019-20; in addition, to appoint Cllr. Tate as a representative to NYCC Emergency Committee.
- Bentham Common Lands Charity 2019-2020 – 1 representative  
**Resolved**  
To re-appoint Cllr. Thompson as the Council's representative to BCLC for the coming year 2019-20.
- Other bodies requesting representation from the Parish Council.  
There were none.

## 6 **Finance Matters**

- a) Annual Accounts year ended 31<sup>st</sup> March 2019: audit and Annual Governance Return (AGAR) procedures  
The Finance Committee discussed the items below at its meeting of 18<sup>th</sup> April 2019.
- Annual Governance Statement (section 1) Review of internal controls and their effectiveness.  
**Resolved**  
All sections were agreed in the affirmative.
  - Annual Governance Statement: signatures  
**Resolved**  
The Statement was signed by the Chairman and the Responsible Financial Officer.
  - Accounting Statements year ended 31<sup>st</sup> March 2019: consideration and approval (Section 2)  
**Resolved**  
The Statements were approved, with one amendment re asset values reviewed after the Finance Committee meeting.
  - Annual Accounting Statements (Section 2): Signing  
**Resolved**  
The Chairman and Responsible Financial Officer signed Section 2, the Accounting Statements.
  - Public Rights: inspection Monday 17<sup>th</sup> June 2019 to Friday 26<sup>th</sup> July 2019 (30 working days)  
**Resolved**  
To put a Notice, stating the above dates re Rights of Inspection, on the Parish Council Notice Board and publish on the Council's web page.

b) Appointment of Internal Auditor for year 2019-20

**Resolved**

To re-appoint Yorkshire Internal Audit Services as the council's internal auditor for the year 2019-2020.

c) Annual Risk Assessment for the year to 31<sup>st</sup> March 2019 Review: adoption with amendments to previous assessment to include new Recreation Field equipment

**Resolved**

To adopt the Annual Physical Risk Assessment, with amendment to include outdoor gym equipment on the Recreation Field.

d) Appointment of internal Finance Committee for year 2019-20

**Resolved**

Cllrs Handley, Shaw and Thompson to continue as the Finance Committee members for the year 2019-20.

e) Bank balances, including receipts since statement date

The Clerk circulated details of bank balances and commitments to councillors prior to the meeting (see appendix). The statements will be published online after the meeting.

f) Payments of budgeted and non budgeted items May 2019

**Resolved**

To approve payments as per appendix 2; cheques to be signed after the meeting.

g) Insurance advice received re recent activities

The Clerk informed Councillors the Council's insurer has agreed insurance cover for three events: Cricket Match, Fun Run and Burton Big Bash.

7 **Minutes and Matters Arising:** meeting of 28<sup>th</sup> March 2019

The Minutes were circulated prior to this meeting and taken as read.

**Resolved**

To approve the Minutes of 28<sup>th</sup> March 2019, and sign after the meeting.

8 **North Yorkshire County Council and Craven District Council**

a) NYCC Councillor's report

No report.

b) NYCC Highways: Vehicle Activated Signs update; car parking Duke Street/High Street junction; container wagons in village side streets

• Vehicle Activated Signs

Cllr Thompson had a site meeting with a NYCC Highways representative; only signs showing the speed limit and not actual speed are approved by NYCC. Two locations, on existing posts have been identified, (Bogg Beck A687, and opposite the former primary school, A687) with a further three locations, requiring posts to be installed also identified, namely Bentham Moor Road, opposite the Bowling Green, Burton Hill at Brooklands corner, and Ireby Road, near the junction with the Westhouse Road,

NYCC quotes: one sign is approx £2,400. Additional posts would be £500 each.

A sign would be at one site for approximately 2 to 3 weeks at a time, after which the battery could be re-charged and the sign re-located. Two types

of VAS are available: one with the facility to record vehicle speeds for downloading, the other without the facility.

The council's insurers would have to be notified of the purchase/addition to assets, and with respect to public liability cover.

**Resolved**

To invest in one sign from NYCC which will record vehicle speeds (if not show the speeds) to alternate between two existing posts at Bogg Beck and outside the former primary school.

- Car parking at street junctions Duke Street and High Street (and others)  
To ask NY Police for copies of original letter to give out to illegally parked cars at junctions.
- Container wagons in village side streets  
Two incidents within the last two to three weeks have caused concern: long articulated lorries trying to negotiate the route along Low Street into Duke Street.

**Resolved**

To contact NYCC Highways to enquire if there is a way to advise Satnav companies of the unsuitability of this route for large vehicles.

- c) NYCC Footpaths: Longber Footpath update  
Cllr. Thompson has inspected the route: the footpath takes a minor diversion through a gate rather than over a wire fence; there are direction signs showing the route. NYCC has been informed.
- d) CDC Councillor's report  
Cllr. Handley attended his first District Council meeting as the newly elected District Councillor for Bentham Ward. The meeting was the annual meeting and, as such, there is nothing to report.
- e) CDC Planning matters: none to report.

**9** Maintenance

Very Old and Separate Churchyard VOSCY

- Grass Cutting  
Volunteer Mike Biles has regretfully informed the council he is no longer able to cut the grass in the VOSCY.  
**Resolved**  
To request the contractor cut the VOSCY grass in the 2019 season; the council will follow advice regarding frequency.  
To thank Mike Biles for his work over the past two or three years, which has been much appreciated.
- Annual Safety Inspection  
Cllr Thompson will do the inspection with Cllr Tate's assistance, in the very near future.

**10** Police Report

Graffiti has appeared on the underside of the river bridge; it has been reported to the police. A discarded spray can has been recovered and will be given to the police.

**11 Clerk**

a) Community Safety Hub talk 4<sup>th</sup> June re online safety.  
The Clerk has arranged for a national bank's officer to give a talk about online security and safety on Tuesday 4<sup>th</sup> June at 6pm in the Village Hall; posters and emails to be sent out.

b) Items to be included in press release

**Resolved**

A short paragraph about buying the vehicle activated signs to be submitted.

**12 Date, time and venue next monthly Parish Council meeting**

**Resolved**

Full Council: 7.30pm 25<sup>th</sup> July 2019, in the Village Hall.

Recreation Committee: 7.30pm, Thursday 27<sup>h</sup> June 2019, at the Sports Pavilion.

The meeting closed at 20.49pm

Signed.....

Dated.....

**Appendix 1**

**Variiances 2018-19 Annual Accounts**

Box		Last Year 2017-18	This Year 2018-19	Variance £	%age change
1	Balances Brought Forward	21,726	20,670	-1,056	-4.86%
2	Annual Precept Received	15,509	16,500	991	6.39%
3	Total Other Receipts	8,035	23,923	15,888	197.74%
4	Staff Costs	2,323	2,394	70	3.02%
5	Loan Interest/Capital Payments	2,004	1,965	-39	-1.94%
6	Total Other Payments	20,272	24,345	4,072	20.09%
7	Balances Carried Forward	20,670	32,390	11,719	56.70%
8	Total Cash and Investments	20,670	32,390	11,719	56.70%
9	Total Fixed Assets	191,600	211,455	19,855	10.36%
10	Total Borrowings	8,100	6,300	-1,800	-22.22%

**Appendix 2**

**May 2019**

**Bank Balances, including receipts**

Current Account at 15.05.19		300.00
Business Reserve A/c at 15.05.19		39,228.10
		<u>39,528.10</u>
Receipts	8,759.71	
Wray FC	60.00	
Interest	5.71	
Craven District Council precept	8,500.00	
T Hewitt re party	30.00	
Lonsdale Archers	44.00	
Craven District Council grant for Stay & Play	120.00	
Ingleton FC	40.00	
Less unrepresented cheques at 23.05.19 meeting	1,377.98	
		<u><b>38,150.12</b></u>

**Commitments as at 23rd May 2019**

Contingency Fund (at £5000 per resolution 12/11/18)	5,000.00
Very Old and Separate Churchyard:	
Lych Gate Restoration grant	200.00
Safety Notice, grass (106.75) & memorials (400) & 190	696.75
Clerk's Retirement Gratuity provn (3% gross annual salary) at ye 2019 (ye 2018 £2225.70)	2,297.51
Community Orchard Project: remaining costs	717.49
Pavilion cooker installation	500.00
Budget remaining as at report date	12,484.42
	<u>21,896.17</u>

**General Reserves at 23.05.19** **16,253.95**

2nd tranche precept due end Sep 2019 8,500.00

**Forecast General Reserves y.e. 31.3.20** **24,753.95**

**Payments April and May 2019**

		<u>Budgeted</u>	<u>non- budget</u>
pd	D/D ICO initial payment		35.00
pd	2306 C Edmondson: pavilion cleaning Mar 2019	30.00	
pd	2307 Vinyl Banners Printing: banner for Rec Field		34.99
pd	2308 Burton Communication Group: website re transparency code	100.00	

pd	2309	S. Dent: work on Community Orchard		80.00
pd	2310	Lawsons Hazelwood Ltd: rock for Orchard		90.00
pd	2311	S Gregory: salary, expenses April 2019	161.16	
pd	2312	M Illsley: Rec Field Gates re-furb materials	49.28	
pd	D/D	PWLB: loan repayment	968.04	
	2313	Came & Co annual insurance premium	1,347.98	
	2314	C Edmondson, pavilion cleaning April 2019	30.00	
pd	2315	M Smith re Orchard wild flower seeds		126.67
pd	2316	S Dent re work in Orchard		76.00
	2317	J Hartley & Sons grass cutting Mar/Apr 19	378.00	
	2318	I R Thompson re letterbox for pavilion	9.65	
	2319	S Gregory: salary, expenses May 2019	166.98	
	2320	NYCC re street lighting energy 2018-19	1,181.66	