

**Minutes of the
Burton-in-Lonsdale Parish Council Meeting
7.30pm Thursday 16th June 2022
Village Hall, Burton in Lonsdale**

Present: North Yorkshire County Councillor: David Ireton; Parish Councillors: Peter Thompson, Belinda Strickland & Rebecca Spedding; 14 members of public.

Note: In the absence of a Parish Clerk the meeting was recorded. In addition, a member of the public, Mrs Whitfield, took notes of the meeting.

The Chair stated the meeting would be recorded, and members of the public were also invited to record the meeting if they so wished.

29/2022 Apologies

Apologies were accepted in advance of the meeting as follows: Stuart Handley, Councillor for the Ward at Craven DC - prior meeting; David Taylor – long arranged holiday; Ian Wardle – recovering from injury; Mike Biles – family event.

30/2022 Code of Conduct and Recording of Disclosable Pecuniary 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.

31/2022 Public Questions or Statements

There were no public questions or statements.

Cllr Ireton provided an update from NYCC on the new unitary authority arrangements which will commence in April 2023; Burton in Lonsdale parish be within the Skipton and Ripon area for planning issues but will continue to work to Craven local plans. The area may be split into two parts at a later stage. In response to a question about traffic concerns in the village, Cllr Ireton suggested establishing contact with Sharon Fox at Highways in Skipton. Cllr Ireton confirmed he had a small grant he can offer for appropriate schemes. The grant money must be spent within 12 months.

Cllr Strickland asked Cllr Ireton about the availability of Sustainability Grants that could be applied for by the Village Projects sub-committee. His response was that these are available but every application has to show that works are ongoing and for the long term. Cllr Strickland also raised the issue of Police Activity (as well as Roads) and would members of the Village be able to contact him directly with any concerns.

32/2022 Approval of the minutes.

The minutes of the Inaugural Parish Council Meeting of 19th May 2022 were approved subject to the following amendments:

- a) Cllr Handley's name had been incorrectly spelt.
- b) Cllr Handley had been a member of the Parish Council for 18 years, not 20 years as stated.

Resolved: The minutes of the 19th May are accepted as an accurate record and are approved to be signed at the end of the meeting.

The minutes of the Annual Parish Meeting are not yet available for review.

Resolved: To present the draft minutes at the next PC meeting.

33/2022 **Recreation Field Committee**

- a) The planned drainage work is now complete – awaiting rainfall to test installation.
- b) Additional stone and edging to the car park area is complete.
- c) Proposed works and associated funding for the MUGA replacement will be discussed at the forthcoming recreation meeting. The Recreation Committee has received 3 quotations covering various options. Note the completion of the drainage works is a condition precedent to firming up plans for the MUGA.
- d) The Committee will consider additional storage arrangements. The manager of the Lonsdale Terriers football club which operates from the Recreation Fields has identified possible funding through Lonsdale Terriers.
- e) The next Recreation committee meeting is scheduled for 27 June.
- f) Proposed: Ian Parker will chair the Recreation Field Committee will join the Recreation Committee.

Resolved: Ian Parker to chair the Recreation Field Committee.

Proposed: Cllr Spedding to join the Recreation Field Committee.

Resolved: Cllr Spedding to join the Recreation Field Committee

34/2022 **Clerk's Vacancy**

The role of Parish Clerk had been re-advertised. One candidate submitted a formal application. Following an interview and receipt of acceptable references the PC seeks to offer the role of Parish Clerk, Proper Officer and Responsible Financial Officer this candidate. The candidate, Sally Preece is based in Bentham. The proposed start date is 4 July. (Post meeting note – 2 positive references have been received).

Resolved: To appoint Sally Preece as Parish Clerk, Proper Officer and Responsible Finance Officer commencing 4 July.

In response to a question from a member of the public, Cllr Thompson confirmed the PC did not have all of the records that will be required by the Parish Council but are working to recover this information prior to 4 July.

35/2022 **Training**

The following YLCA training courses have been identified as potentially of benefit to the PC as a whole:

12 July 1.00 - 4.00 Induction for new clerks. Cost £25.00.

28 & 29 June 6.30 - 8.30 Off to a flying start for new councillors. Cost £33.40.

6 & 7 July 10.00 - 12.00 Developing Skills as a councillor. Cost £33.40.

23 & 27 June 6.30 - 8.30 Chairmanship skills. Cost £33.40.

In advance of agreeing which sessions are appropriate the PC seeks to agree a training budget of £500.

Resolved: to assign a budget of £500 for training.

Note that all courses are online apart from the Clerks.

36/2022 Parish Council Subcommittees

In addition to the formal Committees responsible for Finance and Recreation Fields, the PC proposes to create 2 subcommittees, each responsible to the PC.

By using a subcommittee structure the PC will have greater flexibility to put together meetings and use expertise from within the village on an ad hoc basis. The subcommittees will have terms of reference and will report back to the full council. In line with YLCA guidance note 12 they will not be empowered to make decisions on behalf of the PC. We propose to appoint 2 parish councillors to each committee. We will bring the terms of reference to the next PC meeting.

Planning committee - aim to establish group with agility to look at planning issues promptly and using available expertise. The timetable for planning applications does not synchronise with the PC meeting timetable - this committee will ensure the village is able to respond effectively. Cllr Strickland has agreed to be one of the nominated councillors. We will identify another candidate prior to the July meeting.

Village Projects Committee - a group to ensure the council supports events, groups and issues in our village. Cllr Biles has agreed to be one of the nominated councillors. We will identify another candidate prior to the July meeting.

37/2022 Committees' Terms of Reference

- a) Finance Committee - draft Terms of Reference prepared - aim to approve in July
- b) Recreation Fields Committee - draft Terms of Reference prepared - aim to approve in July
- c) Planning Subcommittee - draft Terms of Reference to be prepared - aim to approve in July
- d) Village Projects Subcommittee - draft Terms of Reference to be prepared - aim to approve in July

38/2022 To Appoint Members of the following Committees for 2022-2023

Village Hall Committee

Resolved: To appoint Cllr Spedding as PC representative

NYCC Countryside Volunteers

Resolved: To appoint Ian Thompson supported by Phil James and David Gibson as PC representatives.

Yorkshire Local Councils Association

Resolved: To appoint the PC Chairman and Parish Clerk as PC representatives.

NYCC Emergency Committee:

Resolved: To consult with Andy Ives.

Bentham Community Lands Charity: Pending

39/2022 Finance Matters

- a) Bank mandate – confirmed that mandate is now in place with Cllrs Thompson, Biles, Taylor and Wardle appointed signatories.
Resolved: Cllrs Strickland and Spedding to be added to mandate.
Note: Following difficulties experienced in setting up the revised mandate, NatWest bank has provided compensation of £200.

- b) To consider setting up an alternative bank account – it was acknowledged this may not be a straightforward process.
Resolved: Finance Committee to consider options and report back to PC
- c) Approval of Payments / Budgeted items *See Appendix*
- d) To Agree the Accounts for Payment from Reserves *See Appendix*

40/2022 **Annual Accounts**

- a) Appointment of Internal auditor – the current auditor is prepared to audit accounts for the current year.
- b) Proposed Public Rights of Inspection Period
Resolved: Period from Monday 27 June to Friday 5 August 2022.

41/2022 **Items from Standing Orders to Review**

- a) Standing orders:
Resolved: To approve new Standing orders for Burton in Lonsdale Parish Council
- b) Financial regulations - draft prepared – aim to approve at next PC meeting.
- c) Complaints procedure – aim to draft procedure for September PC
- d) Asset Register – review outstanding
- e) Risk assessment – review outstanding

42/2022 **North Yorkshire County Council and Craven District Council**

2022/23970/FUL Harris Garth, 8 High Street

Alterations to Grade 11 Listed Building and proposed single storey porch.
No comment – note application now closed.

2022/24077/FUL Sycamore Cottage, Barnoldswick Lane

Change of use from holiday accommodation to residential use
The owner of the property attended the meeting and explained her reasons for seeking the change of use.

Resolved: Cllr Strickland to provide comment to Craven District Council planners in support of the application.

43/2022 **B4RN**

B4RN is proposing to site a telecoms cabinet (approximate size 1.80m wide x 1.80m high x 0.50m deep on a plinth extending to 1.00m all around) near to former school at the entrance to the village. The cabinet is near to the 'Burton in Lonsdale' sign. Simon Stockton attended the meeting as the village volunteer lead from B4RN.

The PC agreed that this section of the meeting could be opened up for public discussion.

Mr Stockton advised of constraints as follows:

- B4RN will not permit the cabinet to be placed on privately owned land.
- For resilience purposes, the cables entering the cabinet must form a circuit that does not involve laying cables adjacent to one another.
- B4RN will require vehicular access to the proposed site.

Cllr Ireton confirmed B4RN has statutory rights that enable B4RN to locate equipment on public land.

Concern was expressed about the visibility of the cabinet by traffic entering the village as well as the impact on a bench that had previously been donated to the village.

Mr Stockton confirmed B4RN had considered other locations but found them to be unacceptable. He had marked out the proposed position of the cabinet on site.

During discussions, a member of the public, Mr Whitfield suggested additional stone walling in the vicinity of the entrance sign may shield the cabinet but still enable access. Other landscaping solutions were discussed.

Mr Stockton agreed to identify the flexibility within the appointed location of the cabinet. PALS with Trowels (a voluntary organisation within the village) to consider appropriate aesthetic options in consultation with Mr Stockton and with PC members.

It was noted that there may be some funding available via the PC; Cllr Ireton may be able to offer a small grant; some funds may be available via the local B4RN group. There may also be scope to approach the developers of the nearby school site.

Resolved: The PC to consider at next PC meeting.

44/2022 **VAS sign**

The PC purchased a VAS speed monitoring sign several years ago. It has not been used recently.

Resolved: To encourage a group of minimum 3 people to work together to erect and manage the sign at previously agreed locations in the village.

45/2022 **Village Flagpole**

The PC will be raising flags for key dates identified by Cllr Wardle. The list of dates will be added to the Burton website and identified in the Burtonian.

46/2022 **Electricity Supply to Manor Close**

In response to a request by a resident of Manor Close, Cllr Thompson contacted Electricity NorthWest to gain understanding of works scheduled to improve the resilience of the network following several power outages. The response from ENWL has been shared with the resident. Whilst the PC is able to offer support if there are further incidents, it is worth noting that complaints from individual residents are more effective.

The meeting closed at 21:00

Signed

Dated

APPENDIX of FINANCIAL INFORMATION AND MOVEMENTS

BANK MOVEMENTS since the last report (May Minutes)

18.05.2022 Cashbook balances 52,372.69

RECEIPTS to 14/06/2022

16.05.2022	Pavilion hire	100.00	
31.05.2022	Interest	5.51	
01.06.2022	Pavilion hire	50.00	155.51

PAYMENTS to 14/06/2022

			<i>budget</i>	<i>reserves</i>
27.01.2022	2585	William H Hartley: grass cutting <i>cancelled cheque / old signatories</i>		
27.01.2022	2586	Hutton & Rostron Environmental Investigations Ltd <i>cancelled cheque / old signatories</i>		
27.01.2022	2587	S Gregory: Clerks salary and expenses Mar 22 <i>cancelled cheque / old signatories</i>		
24.03.2022	2601	C Edmondson: pavilion cleaning Mar 2022 <i>Correction</i>	-10.00	
25.05.2022	2616	<i>cancelled cheque / rejected by bank</i>		
19.05.2022	DD	Octopus Energy re March pavilion electricity	69.66	
26.05.2022	2617	Arthur J Gallagher re annual insurance policy renewal 22-23	1,295.96	
26.05.2022	2618	William H Hartley: grass cutting <i>replacement cheque re above</i>		
27.01.2022	2619	Hutton & Rostron Environmental Investigations Ltd <i>replacement cheque re above</i>		
24.03.2022	2620	S Gregory: Clerks salary and expenses Mar 22 <i>replacement cheque re above</i>		
08.06.2022	2621	Burton in Lonsdale Heritage Trust (Jubilee)		1,700.00
14.06.2022	DD	Octopus Energy re March pavilion electricity	57.52	
16.06.2022	2622	William H Hartley: grass cutting	450.00	
16.06.2022	2623	Business Stream: pavilion water supply	31.11	
16.06.2022	2624	Taylor Environmental Groundworks Ltd		4,176.00
16.06.2022	2625	Peter Doyle	120.00	
16.06.2022	2626	Multimedia Shop	30.00	
16.06.2022	2627	Burton Communications Group	130.00	(8,050.25)
14.06.2022		Cashbook balances		44,477.95

BANK RECONCILIATION

14.06.2022	Current Account	300.00
14.06.2022	Business Reserve A/c outstanding chqs	55,320.20 (11,142.25)
14.06.2022	Balance per cashbook	44,477.95