

**Minutes**  
**2021 Annual Meeting of the Parish Council**  
**followed by a Full Council Meeting**  
**7.30pm Thursday 27<sup>th</sup> May 2021**  
**Village Hall, Burton in Lonsdale**

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**Present:** Councillors Handley, Shaw, Tate and Thompson (Chair); one member of the public

**In attendance:** the Clerk.

The Chairman explained the National Association of Local Councils advice received in respect of holding COVID secure meetings, including limiting items to urgent items only, to minimise the meeting's length and therefore contact time between individuals. He advised face masks should be worn except when speaking to the meeting.

- 1/2021**    **Apologies**  
Apologies have been received from Cllrs Mason, Salrein and Sedgwick.
- 2/2021**    **Code of Conduct and Disclosable Pecuniary Interests**  
To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items  
No interests were declared.
- 3/2021**    **Public Statements and Questions**  
Mr Gillibrand asked the Parish Council what it intends to do regarding the Very Old and Separate Churchyard's Lych Gate's state of repair, which, in his opinion, is now very poor.  
After a short discussion, it was  
**Resolved**  
The Parish Council to obtain a preliminary assessment of work required for councillors' consideration at the next full council meeting (July 2021).
- 4/2021**    **Election of Chairman and Vice Chairman for the year 2021 - 2022**; handover of the Chair to new Chairman, signing of Declarations of Acceptance of Office by Chairman & Vice Chairman  
**Resolved**  
Cllrs. Thompson and Handley be re-appointed as Chairman and Vice Chairman respectively for the year 2021-22.  
The Declaration of Acceptance of Office was signed by both Councillors.
- 5/2021**    **Recreation Field Committee 2021-2021** – appointment of 3 members  
**Resolved**  
To appoint Cllrs Mason, Shaw and Thompson to the Recreation Field Committee; to confirm with Messrs Illsley and Parker they wish to continue serving on the Committee.
- 6/2021**    **Election of Parish Council Representatives to Outside Bodies** for year 2021-2022 (not necessarily from within the Parish Council)  
It was  
**Resolved**  
To re-appoint councillors to outside bodies as follows:  
• Village Hall Committee - Cllrs Salrein and Thompson

- NYCC Countryside Volunteers – Cllr. Shaw
- Burton Community Sports – Ian Parker
- Woodland Trust – Cllr. Thompson
- Yorkshire Local Councils Association – the Clerk
- NYCC Emergency Committee – Cllr. Handley
- Bentham Common Lands Charity 2021-2022 – Cllr. Thompson

No other bodies requested representation from the Parish Council.

**7/2021** **Finance Matters – Annual Accounts**

- a) Annual Accounts year ended 31<sup>st</sup> March 2021: audit and Annual Governance Return (AGAR) procedures

It was noted the internal audit will be done remotely, 11<sup>th</sup> June 2021; and will be followed by the external audit during July 2021.

The Chairman informed the meeting the Finance Committee had met on 29<sup>th</sup> April 2021 to discuss the annual accounts and were content the Accounts, as presented, accurately represented the Council's financial situation and recommended the Annual Accounts to the full council as follows

Annual Return: Signing of Accounting Statements

- Annual Governance Statement Review of internal controls and their effectiveness (section 1)

**Resolved**

Items 1-8 to be answered as 'Yes'; item 9 'not applicable'

- Annual Governance Statement: approval and signatures

**Resolved**

The full council approves the Chairman and Clerk to sign and date the Statement.

- Accounting Statements year ended 31<sup>st</sup> March 2021: consideration and approval (Section 2)

Variances 15% different to the previous year require explanation.

**Resolved**

Boxes 1 to 10 to take figures from annual accounts (see appendix 2); variances explanations as follows:

Box 3: Total other receipts: COVID related grants £20636

Box 4: Staff costs: combination of salary and paid hours increase, and back pay totalling additional £254

Box 6: Total other payments: Recreation Field works £2,925; New play equipment £2720

Boxes 7 & 8: COVID related grants £20636

Box 10: Decreases by fixed amount of £1800 p.a. (PWL B)

- Public Rights of inspection period:

**Resolved**

Monday 14<sup>th</sup> June 2021 to Friday 23<sup>rd</sup> July 2021 (30 working days)

- b) Appointment of Internal Auditor for year 2021-2022

**Resolved**

To re-appoint Yorkshire Internal Audit Services for the year 2021-2022.

- c) Annual Risk Assessment for the year to 31<sup>st</sup> March 2021 Review: adoption with amendments

**Resolved**

The general physical risk assessment for normal circumstances, be accepted, monitoring individual circumstances to take account of and applying government guidelines regarding COVID-secure arrangements as appropriate.

- d) Appointment of internal Finance Committee for year 2021-2022

**Resolved**

To appoint Cllrs. Handley, Tate and Thompson as the Finance Committee for the year 2021-2022.

**8/2021** **Minutes and Matters Arising:** Meetings 21 March, 29 April & 13 May 2021.

**Resolved**

The Minutes of the above meetings were accepted as an accurate record, with no amendments, to be signed at the end of the meeting.

There were no matters arising.

**9/2021** **North Yorkshire County Council and Craven District Council**

The Future of Remote Meetings: call for evidence: 12 week consultation ending 17<sup>th</sup> June 2021.

Councillors are encouraged to respond to the consultation on an individual basis, as well as the parish Council's response.

The Clerk has received notification that Highways Maintenance will be taken back 'in house' (ie be done by North Yoks County Council) as of 1<sup>st</sup> June 2021.

Craven District Council

a) Planning Applications

- 2021/22506/LBC: Castle Hill Farm, 2 High Street. Refurbishment of existing dwelling.

The application was discussed briefly; it was noted old features in the property are being brought back into use (e.g. blocked windows/doors).

**Resolved:** no comment be submitted to District Council.

- 2021/22519/HH: Castle Hill Farm, 2 High Street. Insertion of 4 new conservation roof lights.

It was noted the application has already received approval.

- 2021/22639/FUL: Barn, Leeming Lane. Change of use of barn to dwelling. Construction of single detached garage.

The application was discussed briefly.

**Resolved:** no comment be submitted to District Council.

The former Richard Thornton School site application progress was raised. The Chairman informed the meeting an informal discussion with the developer established a further application is to be submitted, with the total number of units being decreased by 1, to 11 units, 2 of which will be 'affordable' housing (formerly 3 units).

Decisions:

2020/22242/LBC: Bleaberry House, Duke St. Replace 1 no rear window.

Noted.

b) New Code of Conduct: adoption by Parish Councils.

**Resolved**

Clerk to re-send details to Councillors, who are encouraged to read the details and confirm to the Clerk if they accept all details; unacceptable items to be identified to the Clerk. To be finalised at full council meeting July 2021.

**10/2021 Maintenance**

Very Old and Separate Churchyard: annual safety inspection report  
The Chairman confirmed an inspection had been done by Cllr. Tate and himself; a copy of the report to be forwarded to the Clerk for the record.

**11/2021 Finance**

a) Bank balances, including receipts since statement date  
The Clerk reported finances as per Appendix 3. The COVID grants are now shown separately in the Commitments section.

b) Approval of payments of budgeted and non budgeted items  
The below list of payments was circulated to all councillors for information prior to this meeting:

2520	C Edmondson re pavilion cleaning April 2021	20.00
D/D	Octopus Energy re April pavilion electricity	36.69
2521	William H Hartley: grass cutting all areas, April 2021	294.00
2522	S Gregory: May salary, expenses	188.00

**Resolved**

The above payments are approved; the cheques to be signed outside the meeting.

c) Burton First Responders: proposal to make a donation in respect of Village Hall defibrillator future maintenance.

**Resolved**

To accept Burton First responders' offer; the money to be ring-fenced for future Village Hall defibrillator maintenance.

**12/2021 Date, time and venue next monthly Parish Council meeting**

**Resolved**

Annual Parish Meeting: Thursday 24<sup>th</sup> June 2021  
Full Council Meeting: 22<sup>nd</sup> July 2021

In order to act under government guidelines re COVID- secure meetings, prior to the Annual Parish Meeting the public and village organisations' representatives will be asked if they wish to attend the meeting in person, to enable suitable seating arrangements to be made.

The meeting closed at 8.35pm.

**Signed** .....

**Dated** .....

**Appendix 1**

**Year Ended 31st March 2021 Draft Accounts**

year end <b><u>31.03.20</u></b>		year end <b><u>31.03.21</u></b>
<b><u>Receipts</u></b>		
17,000.00	Precept	17,500.00
72.86	Bank Interest	16.30
300.00	Sundry Income	0.00
7,958.56	Grants/Donations	712.90
0.00	COVID grants	20,636.00
2,797.00	Hire Fees	925.00
374.09	Miscellaneous	205.46
1,716.70	VAT Refund Received	6,019.99
<b><u>30,219.21</u></b>	<b>Total Income</b>	<b><u>46,015.65</u></b>
<b><u>Payments</u></b>		
1,072.40	Administration	1,040.32
2,393.52	Staff Costs	2,810.58
0.00	Section 137 Payments	238.90
6,942.08	Village Projects	8,808.63
984.72	Utilities excl Rec Field	1,062.76
580.58	Street Lights Maintenance	0.00
1,926.36	Street Lights Loan repayment	1,887.48
1,788.29	Maintenance	3,296.08
3,325.17	Rec Field Committee	5,938.33
2,742.33	Sports Pavilion project	0.00
3,052.65	Sports Pavilion: maintenance	1,568.86
328.00	Subscriptions	370.00
1,347.98	Insurances	1,386.92
0.00	Room Hire	214.97
490.00	Audit Fees	490.00
0.00	Donations	0.00
151.48	Sundries	179.32
0.00	Elections	0.00
0.00	Petty Cash	0.00
3,201.75	VAT Paid	3,327.70
<b><u>30,327.31</u></b>	<b>Total Expenditure</b>	<b><u>32,620.85</u></b>

**Cumulative Fund Balance**

<u>y.e. 31.3.20</u>		<u>y.e. 31.3.21</u>
32,389.53	Balance brought forward	32,281.43
<u>30,219.21</u>	Add total receipts	<u>46,015.65</u>
62,608.74		78,297.08
<u>30,327.31</u>	Less total payments	<u>32,620.85</u>
<u><u>32,281.43</u></u>	Balance carried forward	<u><u>45,676.23</u></u>

**Appendix 2**

**Variations 2020-21**

		Last Year 2019-20	This Year 2020-21	Variance £	%age change
Box					
	Balances Brought				
1	Forward	32,390	32,281	-109	-0.34%
2	Annual Precept Received	17,000	17,500	500	2.94%
3	Total Other Receipts	13,219	28,516	15,297	115.72%
4	Staff Costs	2,394	2,810	416	17.39%
	Loan Interest/Capital				
5	Payments	1,926	1,887	-39	-2.00%
6	Total Other Payments	26,007	27,923	1,916	7.37%
7	Balances Carried Forward	32,281	45,676	13,395	41.50%
8	Total Cash & Investments	32,281	45,676	13,395	41.50%
9	Total Fixed Assets	220,720	226,659	5,939	2.69%
10	Total Borrowings	4,500	2,700	-1,800	-40.00%

**Appendix 3**

**May 2021**

**Bank Balances, including receipts**

Current Account at 15.05.21		300.00
Business Reserve A/c at 15.05.21		<u>61,370.46</u>
		61,670.46
Receipts 15 Apr - 15 May 2021	<u>16,764.96</u>	
CDC: COVID re-start grant	8,000.00	
CDC: half year annual precept	8,750.00	
Interest	0.42	
Scottish Power FiT payment	14.54	
Terriers JFC re April bookings	<u>190.00</u>	
		-
Less unpresented cheques at 15.05.21		<u>1,352.92</u>
		<b><u>60,317.54</u></b>

**Commitments as at 15th May 2021**

<b>COVID</b> re-start projects Rec Field		28,636.00
Very Old and Separate Churchyard:		
Lych Gate Restoration grant		200.00
Safety Notice, memorials (400) & 190		552.75
Clerk's Retirement Gratuity provn (3% gross annual salary) (ye 2018 2225.70; ye 2019 2297.51)		2,380.29
Village Cricket & Sports Days surplus (2017-2019) for future events		346.22
VE Day Commemoration Group re 75th anniversary		400.00
Pavilion hot water system upgrade		1,870.00
Rural Watch Scheme		200.00
Budget remaining as at report date	<u>16,452.99</u>	
	51,038.25	

**General Reserves at 15.05.21**

**9,279.29**

Contingency Fund within General Reserves (resolution 12/11/18)		5,000.00
NB: 2nd tranche precept due end Sep 2021: £8,750		