

Minutes
Burton-in-Lonsdale Parish Council Meeting
7.30pm Thursday 28th May 2020

Convened under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; 7th April 2020 to 7th May 2021 via internet conference platform ZOOM.

Present: Councillors Handley, Mason, Shaw, Tate and Thompson (Chair); County Councillor David Ireton; one member of public

Apologies: Cllrs. Salrein and Sedgwick.

In attendance: the Clerk.

Before the meeting began, the Chairman explained that, due to the current Coronavirus-related restrictions, it is not necessary to hold an Annual Parish Council meeting. Therefore, the annual election of Chairman and other posts may be held in abeyance until 2021, if Councillors agree.

Resolved to hold the next Annual Parish Council Meeting in May 2021, providing Coronavirus restrictions regarding meetings are lifted.

1/2020 **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

The following interests were declared:

- a) Cllr. Tate (item 6 and 9)
- b) Cllr. Shaw (item 4c)

2/2020 **Minutes and Matters Arising** of Full Council meeting of 30th April and Finance Committee meeting of 14th May 2020

Resolved

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

Matters arising: Cllr Mason raised a question about the physical Risk assessment review (see item 5c below)

- a) Meetings calendar 2020-21: proposed dates under Coronavirus conditions (COVID-19): not discussed.

3/2020 **Public Questions** or Statements

A member of the public raised a question regarding item 4c, in relation to the planning application 2020/21611/TCA: see below.

4/2020 **Reports**

a) Police

A short report was received re incidents in Burton:

- 08.05.20 – ASB Nuisance – Loud Music
- 10.05.20 – Insecure premises – in order
- 16.05.20 – Missing person – found safe & well
- 17.05.20 – RTC - 2 vehicles – non injury

Further information re police-related matters was also given:
Please report & suspect incidents at the time on 101 or 999 if urgent.
Working to keep North Yorkshire a safe place to live, visit & work please visit www.northyorkshire.police.uk
Useful site re Crime and policing in England which allows you to search re incident recorded in your area www.police.uk
You can report safety issues under speed concerns on www.roadwise.co.uk.
If anyone would like to sign up to Craven Community messaging then please visit - www.northyorkshirecommunitymessaging.org
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.pnn.police.uk

b) North Yorkshire County Councillor

Cllr. David Ireton had no report regarding NYCC matters, except to inform Councillors of the County Councillor's grant available for community projects.

i. Vehicle Activated Sign (VAS) report

Cllr. Thompson has overseen the installation of a VAS by an engineer at the west end of the village, outside Thornton Lodge (formerly the School Houses). On-line training was received; VAS operation appears straight forward. The first three days gave interesting data re vehicle speeds: approximately 80% of vehicles monitored (1,000) were travelling over the speed limit; in the 20mph zone the average speed was 23.9mph. The fastest vehicle was travelling at 55mph at 6.15 on the Wednesday morning. The next site is at Bogg Beck bridge. The Parish Council is required to move the VAS on a regular basis; currently there are two sites, one either end of the village. Additional sites require additional posts at £500 each.

c) Craven District Councillors

Cllr. Handley reported that Craven District Council finances do not cover its losses to date, in relation to the Coronavirus pandemic. He will keep councillors informed as and when further information becomes available.

Planning Matters

2020/21648/TCA Conservation Area: 16 Manor Close. Proposed tree works: T1 Eucalyptus - reshape and reduction

Resolved

The council supports the application.

2020/21611/TCA Conservation Area: Beech House, 35 High Street.

Proposed tree works: T1 Beech - crown lift to clear the house by 1.5 meters. T2 Beech - crown lift to 5 meters and reduce 2 limbs growing towards the house.

The discussion found there is no plan available of each tree's position on the site. The Beech tree at the front of the property has been crown lifted

Previously. Due to its size and position, it is a prominent feature of the High Street.

Resolved

In principle, the council supports the proposed works, for the maintenance of the tree's health. The Clerk to request Craven District Council for more information regarding the two trees' positions within the site.

2020/21595/VAR: Remove Condition no. 7 (temporary holiday accommodation restriction) on application 5/15/128, Sycamores and Beeches Cottages, Barnoldswick Lane, LA6 3LZ,
This planning application, with a response date of 17th June 2020 was received too late for this meeting's agenda; as additional information is required before responding to the application it was

Resolved

To seek more information from Craven District Council, and to schedule an additional full council meeting for this item only, to meet on Thursday 11th June.

d) Clerk

YLCA: the Clerk reported: weekly on-line Clerks Forums have been established; a forum was attended during the previous week, proving very useful, regarding Coronavirus regulations. The possibility of live-streaming Zoom internet meetings via Facebook was also mentioned.

Correspondence: nearly all correspondence is received by the Clerk in the form of emails: from YLCA, NALC, HMRC, various advertisers, and some residents. Items are circulated to Councillors, and a residents email list, where appropriate.

5/2020 Finance Matters

Items 5a – 5f were proposed by Cllr Handley and seconded by Cllr Shaw:

a) Annual Accounts year ended 31st March 2020: audit and Annual Governance Return (AGAR) procedures

The Finance Committee met on 14th May and made recommendations to full council (see Minutes for 14 May 2020):

- Annual Governance Statement Review of internal controls and their effectiveness (section 1):
Items 1-8 to be answered as 'Yes'; item 9 'not applicable'
- Annual Governance Statement: approval and signatures
The full council to approve and the Chairman and Clerk to sign and date the Statement.
- Accounting Statements year ended 31st March 2020: consideration and approval (Section 2)
Variances that are 15% different to the previous year require an explanation.
The items 1 to 10 to take figures from annual accounts (see appendix 2).
Items 1, 3 and 10 to be explained as follows:
Item 1: Donations £7958; VAT refund £1716; increased pavilion hire takings £1133; increased field hire takings £222; surplus from

village events £182; TOTAL = £11,211.

Item 3: Grants received 2018-19: £16,511; 2019-20 £7,958

Item 10: Decreases by fixed amount of £1800 p.a. (PWLB)

- Annual Return Signing of Accounting Statements
The Accounting Statements are recommended to full council for approval.
- Public Rights: inspection Monday 15th June to Friday 24th July 2020 (30 working days)
The period for the exercise of public rights to inspect the Accounts to be between 15th June and 24th July after the AGAR has been approved by the full council.

b) Appointment of Internal Auditor for year 2020-21

Proposal: Yorkshire Internal Audit Services.

c) Annual Risk Assessments for the year to 31st March 2020 Review

Cllr. Mason questioned the proposed addition of the Orchard and roadside fencing to the physical risk assessment, when the items are not within the Parish Council's remit.

Resolved

To remove these items from the revised risk assessment, and to inform the Pals with Trowels Group.

d) Adoption with any amendments to previous assessment to include any new Recreation Field equipment, etc. To adopt the amended risk assessment as proposed in c) above.

e) Financial Statement as of this meeting

See appendix below.

f) Approval of payments of budgeted and non budgeted items

See appendix for items to be paid.

Resolved

Items 5a – 5f are agreed by the full council; documents to be signed by the Chairman and Clerk outside this meeting.

6/2020 Village Projects

Proposal: to adopt the 2020 church clock motor repairs under the Parish Councils Act 1957, s2

Cllr. Tate explained the Church has a money bequest, which will be used for essential repairs to the stained glass windows. However, remaining funds for other works are very low.

The Chairman proposed and it was

Resolved

To support the fund-raising efforts of the PCC to buy a new motor for the clock, up to a value of £2500.

Clerk to write to the PCC confirming the offer.

7/2020 Parish Councillor Reports

a) Village Hall Committee

Cllr. Thompson reported there has been no further progress with the proposed alterations.

b) Bentham Common Lands Charity

Cllr. Thompson reported a satisfactory change of bank, enabling internet access; there has been no meeting.

c) Woodland Trust: no report.

d) Local Footpath Volunteers

Cllr. Thompson reported there has been no volunteer work done, due to Coronavirus restrictions. There have been some queries raised concerning the footpath from Longber Lane end (layby) past High Barn (Lowfields), as the footpath sign has been moved while work to establish a hard surface for the access road to High Barn is being done.

8 Recreation Committee

a) Resumption of use under COVID-19 regulations

The Clerk advised the Parish Council will have to give detailed consideration to any easing of Coronavirus restrictions in relation to the Recreation Field and Sports Pavilion.

Temporary signs advising against using the outdoor play equipment and gym will be replaced by laminated signs.

The Pavilion remains closed, except for access to Lonsdale Archers' equipment, under Archery GB guidelines. The kitchen and toilets are out of use.

b) Grounds and Outdoor Equipment: inspection reports; maintenance

Cllr. Thompson and Mason continue visual inspections; to date, nothing to report.

c) Pavilion: report re bookings, maintenance and cleaning

The building has not been used since early March. However, the Clerk reported Lonsdale Archers have started to meet on the Rec Field, under Archery GB guidelines re social distancing. The Social Room will be inspected and cleaned on a weekly basis, starting 1st June, as club members will require access to the Store Room via the Social Room re their archery equipment.

Hot water system: one quote for re-routing and improving the hot water system has been received; the Recreation Committee will endeavour to obtain additional quotes before making a recommendation to full council for approval.

9/2020 Very Old and Separate Churchyard

Request by All Saints P.C.C. to confirm:

the Parish Council has no interest in the Lych Gate, and to relinquish interest in the following:

- West wall from its junction with the house known as Harris Garth to the north wall of the Lych Gate
- South wall of the Lych Gate to its junction with the wall surrounding the Garden of Remembrance (formerly known as the Millennium Garden)

The Parish Council own none of the items above, but is currently responsible for their maintenance. The Church owns the Lych Gate, and the Parish Council is currently responsible for its maintenance. These two items were not mentioned in the original 1972 documents, but have fallen, by default, to the Parish Council to maintain.

Cllr. Mason pointed out that level access for wheelchairs, to the Very Old and Separate Churchyard, must be maintained if at all possible.

Resolved

The Parish Council has no interest in the items:

- West wall from its junction with the house known as Harris Garth to the north wall of the Lych Gate
- South wall of the Lych Gate to its junction with the wall surrounding the Garden of Remembrance (formerly known as the Millennium Garden)

and relinquishes its interest in them.

10/2020 Maintenance Reports

- a) Village Green, including War Memorial
- b) Riverside Land
- c) Street Lighting
- d) Public benches

These were not discussed; however, maintenance continues, within Coronavirus guidelines.

11/2020 Items to be included by Clerk in press release

Not discussed.

12/2020 Date, time and venue next monthly Parish Council meeting

Resolved

Special meeting to discuss planning application_2020/21595/VAR Thursday 11th June, 7.30pm; venue to be advised.

Thursday 25 June 2020: Recreation Committee meeting

Thursday 23 July 202: full Council meeting

Signed

Dated

Appendix

Finances May 2020

Bank Balances, including receipts

Current Account at 15.05.20	300.00
Business Reserve A/c at 15.05.20	46,797.16
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	47,097.16
Receipts 15 April - 15 May 2020	18,902.25
Interest (April)	5.35
COVID-19 payment	10,000.00
Precept: 1st tranche	8,750.00

Burton First responders donation	38.90
Lonsdale Archers field hire Feb 2020	36.00
Bentham Bridge Club social room hire+donation	72.00
Less: unrepresented cheques at 28.05.20 meeting	-301.68
	46,795.48

Commitments as at 15th May 2020

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 provn (3% gross annual salary) at ye 2019 (ye 2018 £2225.70)	2,297.51
Village Cricket & Sports Days surplus (2017, 18, 19) for future events	346.22
Community Orchard Project: remaining costs	565.49
Riverside Land fund (from lease income)	823.00
Pals with Trowels: donation for remaining works	402.20
Pavilion power supply (change of supplier) est o/s amount	500.00
VE Day Commemoration Group re 75th anniversary	400.00
Rural Watch Scheme	200.00
Budget remaining as at report date	13,501.23
	24,788.40

General Reserves at 15.05.20

22,007.08

Payments May 2020

	<u>VAT</u>	<u>Gross</u>
D/D Octopus Energy 1st monthly payment	2.10	44.04
D/D Scottish Power final payment	8.10	170.23
2428 SWARCO Traffic Ltd re installation/training VAS	42.00	210.00
North Yorks County Council: footway lighting 2019-2000	212.55	1,275.31
2430 J Hartley & Sons: grass cutting April 2020	72.00	432.00
Business Stream (pavilion water supply 20 Feb - 18 May 2020)		12.18
2432 M Illsley: seat varnish	4.20	32.69
2433 S Gregory (Clerk's salary, May 2020; incl incr & back pay)		198.64
		2,375.09