

Minutes
Burton-in-Lonsdale Parish Council Meeting
7.30pm Thursday 24th March 2022
Village Hall, Burton in Lonsdale

Present: Councillors Handley, (Chair), Biles, Tate, Taylor and Wardle; County Cllr. Ireton; Recreation Committee members Illsley and Parker; 9 members of public
In attendance: the Clerk.

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

- 115/2021** **Apologies**
Reasons for absence and apologies were received from Cllrs Shaw and Thompson, and District Cllr. Brockbank.
Resolved
To accept reasons and apologies for absence.
- 116/2021** **Statement by Councillor Tate**
Cllr. Tate informed the meeting of his retirement in Summer 2022, as Vicar, and thus his impending move out of the Church accommodation in the village. He will therefore not be standing for election in May. This will be the last meeting of the Parish Council he attends, as he will not be attending the final meeting of this Council in April, due to other commitments. Councillors expressed their sadness at his departure.
- 117/2021** **Local Council Elections: 5th May 2022**
The Chairman brought to the meeting's attention the forthcoming local elections, inviting residents to consider standing for election on to the Parish Council.
Cllr. Handley and County Cllr. Ireton will be standing for re-election at District and County level.
- 118/2021** **Code of Conduct and Recording of Disclosable Pecuniary Interests**
To record Councillor's Disclosable Pecuniary Interests relating to this Agenda; changes since previous disclosure to Craven District Council
Resolved
No declarations of interest to be declared.
- 119/2021** **Minutes** of Full Council Meetings of 24th February & 10th March 2022, and Platinum Jubilee Committee Meetings of 2nd February & 2nd March 2022.
Following advice from the YLCA, the Clerk made an addition to item 108/2021 b:
"Responsibility for Lych Gate repairs was also raised. YLCA advice of 24 January 2022, along with the NAC Legal Topic Note 65 (updated November 2021) was previously circulated to Councillors and states: "18. Responsibility for the churchyard does not include responsibility for any church, chapel, or other building (such as a shed) in or adjacent to the churchyard. The responsibility does not include an obligation to undertake improvements to the churchyard." A Councillor considered the Parish Council has a moral obligation toward the Lych Gate's maintenance."
Resolved
The Minutes of the above meetings were accepted as an accurate record, with the above amendment, to be signed at the end of the meeting.

120/2021 Public Questions or Statements

A member of the public again raised the matter of Lych Gate maintenance and which organisation is responsible for its upkeep, requesting Councillors clarify the matter given apparent past contradictions. The matter was discussed at item 128/2021 b.

121/2021 North Yorkshire County Council and Craven District Council

a) Bus Services: update

Cllr. Ireton advised the Ingleton-Lancaster bus route is now split between a route between Ingleton, Burton and Kirkby Lonsdale; a proposed timetable has been issued, but is not clear as to where stops and connections to the Kirkby Lonsdale-Lancaster bus are located.

Cllr. Ireton recommended the Clerk to contact Mary Welch at County Hall for clarification.

b) Highways

Jingling Gill – inspection, recommendations and related matters.

The on-site inspection at Jingling Gill (east of the Recreation Field) and other water courses on land adjacent to the Recreation Field was attended by Cllrs Biles and Taylor, the Clerk, Nik Goodman, NYCC Highways and the owner of land to east and south of the Recreation Field.

It established that most of excess rain water run-off appears to come from Jingling Gill over-flowing into Bentham Moor Road and on toward the Orchard to the west of the Recreation Field when trash gates get blocked (quite often with regular heavy rainfalls).

The ‘grits’ (drainage channels on the side of the road) are blocked.

There is an apparent lack of maintenance of water courses in the area leased to the Woodland Trust on the south side of the Recreation Field; a copy of the lease agreement was circulated to Councillors for their information.

The stream on the west side of the Recreation Field requires regular clearing of debris, washed down from the Woodland Trust area.

Some possible solutions:

- Jingling Gill: an ‘American’ style trash gate to replace the current arrangements;

- Clearing the grits would help;

- Clearing other Recreation Field water courses regularly using a small digger to do the work.

The Recreation Field Committee Chairman suggested adaptations to counter the problem rather than elimination would be a less costly route and likely to be more successful.

The drainage problems on the Bowling Green, MUGA and at the Orchard could not be dealt with until the major problem of Jingling Gill over-flow is resolved more satisfactorily.

Resolved

- i) The Clerk to contact the landowner to report the Councillors’ discussion and suggestions for action.
- ii) Councillors look at clearing the grits.
- iii) Councillors examine the Woodland Trust lease with a view to improved maintenance.
- iv) Clerk to use green dye to see where water from the Woodland Trust area flows.
- v) Councillors to view the area, if possible, during heavy rain to

help ascertain where the water flows from.

c) Planning Matters

The following Permission was noted:

2021/23543/FUL: Change of use of church to two dwellings; modification of building's external appearance, creation of two parking vehicular spaces for new dwellings; installation of hard surfacing and landscaping; erection of walls and fences; installation of new and modified pedestrian access, ancillary works.

Retrospective permission: removal of existing wall, stone piers & gates

Request for screen opinion

2022/23828/EIASCR Request for screening opinion for proposed development of accommodation / camping pods, Land South West of Burton In Lonsdale, LA6 3LH SD 64633 71960

Cllr. Tate raised the item of a request for screening opinion, although not on this meeting's agenda, highlighting potential pressure on utilities (waste water treatment is currently non-existent). Comments can be made online.

A short discussion established Councillors would monitor the matter and report to the next meeting.

Application 15 2022 23705 VAR: To remove condition 7 (temporary holiday accommodation restriction) of planning consent referenced 5/15/128 (ref Minute 104/2021, 24 February 2022).

It was noted this application has since been withdrawn.

122/2021 **Clerk's Vacancy**

- a) Appointment of temporary Clerk, terms & conditions, incl. remuneration; handover; interim arrangement incl. office address, telephone, email, Responsible Financial Officer role, meeting arrangements, communications, notifications
- Cllr. Wardle confirmed the Clerk to Settle Town Council is willing to act as Clerk on a short term temporary basis, at £20 per hour. Councillors propose to take on some tasks themselves, to minimise costs. Cllr. Taylor offered to take on the role of Responsible Financial Officer (RFO). The Clerk has yet to finalise the Business Continuity Plan for handover and was unsure of her availability to meet. New contact details are needed wef 1st April 2022. A new mobile telephone has been obtained. A new email address has been set up bilparishcouncil@gmail.com
- Resolved**
- i) Cllr. Wardle to contact the Clerk to Settle Town Council to ascertain availability and liaise with Councillors and Clerk to organise tasks and arrange handover meeting.
 - ii) Cllr. Taylor to be temporary RFO.
 - iii) Cllr. Wardle's home address to be used as the temporary official Parish Council Address.
 - iv) New telephone number to be confirmed.
- b) Vacancy: terms & conditions of role; candidate scoring matrix
- Councillors have reviewed the draft Conditions of Contract. Cllr Biles suggested a scoring matrix be designed to assist the interview process and transparency.

Resolved

- i) Conditions of Contract agreed.

ii) Scoring matrix to be developed.

c) Report re advertising applications; timetable re interviews, & appointment

Cllr Wardle reported village-wide advertising, along with advertising online (Indeed website) and on the Lancashire Local Councils Association website; two applications have been received thus far. It was noted that posters cease to be effective after a certain time. The closing date for applications is 14th April, with interview(s) being conducted shortly afterward; it is hoped an offer can be made and accepted by the next full council meeting in April.

Resolved

New posters to be considered.

d) Council documents storage

The Clerk confirmed Council documents for retention (1 No 3-drawer filing cabinet) will be placed the Sports Pavilion store room during the course of the next week. This is in addition to a further filing cabinet currently in the Village Hall and approximately 12 linear feet of shelf storage.

123/2021 Clerk & YLCA

YLCA training available to new councillors

- 5 April – Roles & Responsibilities of a Councillor £25 p.p.
- 6 April – Developing Skills as a Councillor (1) £33.40 p.p.
- 7 April – Developing Skills as a Councillor (2) £33.40 p.p.
- 19 April - How to complete a handover to a new Clerk £25 p.p

Costs, courses to be attended and number of attendees.

Cllr Biles reported Cllr Thompson has expressed interest in the items on 6th, 7th and 19th April.

After discussion, it was

Resolved

To consider registering for these (or similar) courses after the May elections; to ask one councillor to attend and report back to remaining councillors; to allocate up to a maximum £100 for training fees.

124/2021 Queen's Platinum Jubilee

Committee's update re activities

The Committee Chairman, Mr Lavelle, reported arrangements progressing satisfactorily; however there is an urgent need for a Sports day organiser and he asked Councillors and the public to spread the word.

125/2021 Finance Matters

a) Bank balances, including receipts since statement date

The Clerk reported bank balances, commitments and general reserves as at 15th March 2022 (appendix 1).

b) Confirmation of new signatories to bank account

After confirmation that agreed Councillor's personal details could be passed to the Council's bank, it was

Resolved

It was resolved that:

The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section "Authorised Signatories". The current mandate will continue as amended.

Authority be given to the following Councillors to sign cheque payments, direct debit mandates and standing orders:
Councillors S Handley, M Biles, I Wardle.
The Clerk to prepare the Universal mandate form for signature.
A signed copy of these Minutes to accompany the form as per bank instructions.

- c) Approval of payments of budgeted and non-budgeted items
Details of the following payments were circulated to Councillors prior to this meeting.

Resolved

The payments listed are approved and cheques to be signed following approval of the change of cheque signatories.

chq #	<u>Payments March 2022</u>	<u>Gross</u>
D/D	Octopus Energy: Rec Field power supply Feb 2022	82.09
D/D	ICO annual payment	35.00
2596	YLCA annual subscription	219.00
2597	Gregory & Co - broadband services Jan-Mar qtr 22	42.00
2598	S Gregory: Clerks salary and expenses Mar 22	327.28
	S Gregory - Clerk's gratuity re service 1991-2022	
2599	(gross)	3071.00
2600	BiL Village Hall Committee room hire 2019-2022	163.00
2601	C Edmondson: pavilion cleaning Mar 2022	30.00
2602	I R Thompson - Apr-Nov 2021 print allowance	24.00
2603	T Sedgwick - Apr-Nov 2021 print allowance	24.00
2604	M Mason - Apr 21 - Jan 2022 print allowance	29.00
2605	J Shaw - Apr 21-Mar 22 print allowance	35.00
2606	S Handley - Apr 21 - Mar 22 print allowance	35.00
2607	D Tate - Apr 21 - Mar 22 print allowance	35.00
2608	M Biles - Feb-Mar 22 print allowance	6.00
2609	D Taylor - Feb-Mar 22 print allowance	6.00
2610	I Wardle - Feb - Mar 22 print allowance	6.00
2611	P Thompson - Mar 22 print allowance	3.00
2612	HMRC PAYE Jan-Mar 2022	<u>147.20</u>
	TOTAL	<u>4319.57</u>

- d) B4RN shares: consideration to invest
This item was discussed briefly; it was concluded not to pursue the matter for the time being.

126/2021 B4RN

Offer of free connection: consideration of site
B4RN is offering a free connection in exchange for the siting of a network cabinet on the Riverside Land, which is Parish Council Land.

Resolved

The offer of a free connection to B4RN be accepted for the Village Hall; confirmation of duration of free connection to be sought.

127/2021 Recreation Field Committee

a) Sports Pavilion: proposed extension: funding applications
No further progress; however, matter to be kept under review pending completion of the drainage works.

b) MUGA: playing surface replacement: funding applications; consideration of purchase of brush machine for cleaning for before and after playing surface replacement

Ian Parker, the Recreation Committee chairman, outlined the long term plan is to apply for grants to replace the MUGA playing surface in its entirety. In the meantime, it is desirable to keep the MUGA playing surface playable and open for use. Mike Illsley, also a Recreation Committee member, informed the meeting he recently spent 5 or 6 hours manually sweeping the playing surface to make it playable. He suggested a mechanical brush is needed as soon as possible in order to keep the MUGA open pending full replacement of the playing surface. An initial search shows machines of varying qualities and prices starting at £200, going up to £2,000- £2,500. The machine would need to be stored when not in use and it is believed there is space in the pavilion for this.

The Chairman informed the meeting District Council grants may be available after the May elections.

Resolved

Ian Parker to make options and prices in more detail and report back to the full council

A short discussion established there is a need to clarify MUGA maintenance responsibilities including finance.

Resolved

To discuss the relationship between Burton Community Sports and the Parish Council at the next full council meeting, establishing details of financial management. Also to discuss work on general maintenance matters and the purchase of a brush machine for interim and after the MUGA playing surface is replaced.

c) Field drainage: proposed works, following investigations

Mike Illsley has managed to contact one contractor who gave advice to contact another contractor, due to reducing work commitments. The second contractor has quoted for drainage work around the MUGA. It has proved very difficult to get additional quotes. The proposal is to lay 75m of 4" perforated pipes around the outside of the MUGA. The total cost would be £2,380 plus VAT.

Ian Parker pointed out the MUGA is at the lowest point on the Recreation Field and whilst draining well for the first 15 years of its life, has been inundated on several occasions due to increased rainfall, which in turn has 'blinded' the playing surface with debris. If the work is not done, the MUGA becomes unplayable.

Resolved

To support the works and appoint the contractor to do the necessary drainage work at a cost of £2,380 plus VAT.

d) Grounds, Outdoor Equipment and Pavilion: inspection reports; maintenance, including car park works (additional gravel, edging)

These matters are as outlined in the Minutes of the Recreation Committee meeting of 10th February 2022.

- e) Tree planting: to consider proposed sites
Cllr Biles informed the meeting there are proposals to plant either 2 or 4 trees on the Recreation Field.

The Platinum Jubilee Committee Chair pointed out a suggestion by the Pageant Master to plant 7 trees in commemoration of the Queen's Platinum Jubilee may be considered; five sites have already been identified, leaving 2 more sites to be confirmed.

After discussion it was

Resolved

- A rowan or red hawthorn tree commemorating the centenary of the end of World War One be planted on the Village Green either adjacent to the War memorial or to one side of the Green.
- A crab apple tree in memory of a local person be planted near the bike track on the Recreation Field.
- Two red hawthorn trees to be planted near the site of the two trees on The Recreation Field felled last autumn.
- A weeping willow to be planted at the Orchard.

The costs to be shared among the various organisations.

128/2021 **Very Old and Separate Churchyard**

- a) General maintenance

Resolved

To note that the bi-annual headstone inspection is due. Cllr Tate and one other will carry out the inspection and complete the inspection sheet for consideration at the next council meeting.

- b) Tree works

Cllr Tate made a brief inspection of the trees indicating some of which may require work in the future (this will require a Diocesan faculty and/or local planning permission, due to being in a Conservation Area).

Resolved

To note tree inspection report by Cllr. Tate.

- c) Preliminary report re suggested repairs arising from recent building condition survey: to be passed to the Parochial Church Council.

Resolved

Following discussion, that the parish council has no legal responsibility for the Lych Gate since it is church property. The clerk will advise the PCC that the parish council cannot contribute towards the cost of church property and will return the £200 donation for Lych Gate restoration from the W.W. Spooner Foundation.

129/2021 **Harris Garth**: case review report

In practical terms, the issues of access to the lych gate and ownership of/access over the driveway on the Village Green remain unresolved. Because the matter continued to cause friction and divert attention at Council meetings, it was resolved at the Council meeting on 27 January 2022 to hold a separate review meeting in an effort to establish the facts, resolve issues and move on. As a relative newcomer to the village Peter Thompson (now Cllr. Thompson) was asked to coordinate this, in an effort to provide some impartiality. All councillors, including the recently resigned, and the parish clerk, were invited to attend. A draft timeline was established, with the help of Mr Gillibrand, the current owner of Harris Garth, and the Parish Clerk, and this formed the basis of an agenda. A great deal of careful work went into the meeting, which was held on 25 February 2022. The timeline was

adjusted after the meeting and reissued to all who had been invited to it. The conclusions of the meeting were:

- The Parish Council will work collectively to ensure any future similar event receives appropriate legal advice, is debated with full knowledge of all relevant facts and that all cost implications and risks are understood.
- The standing orders of the Council will be reviewed and updated.
- The Council will work with the Gillibrands and where appropriate the Parochial Church Committee to seek a legally acceptable and fair solution to the issues relating to Harris Garth and to the lych gate.

Resolved

- a) The above conclusions to be accepted and acted upon;
- b) The final report of the meeting to be appended to these minutes.

Statement

Cllr Biles made a statement, which he asked to be noted. He said that no one could possibly disagree with the above conclusions, but many questions were left unanswered. The concern of many people was not about the detail of Harris Garth's title, but about governance. However, there is only so much the Council can do, given limited resources - and lack of a clear objective. That said, the unanswered questions leave an uncomfortable feeling, particularly with regard to a debt that equates to more than 22% of the precept, and he therefore proposed that the very least that could be done now was to record the unanswered questions.

Resolved

The unanswered questions should be recorded.

ADDENDUM

Doubts had been raised about the legality of attaching the "Timeline" and "unanswered questions" to the Minutes of this meeting and so, at the Parish Council meeting on the 19th May, it was

Resolved to remove Appendices 2 & 3 from these Minutes but to keep them in the Parish Council's files.

130/2021 Community Engagement:

It was noted that four Councillors had, as members of the public and on their own initiative, produced a leaflet promoting the Parish Council, the clerk vacancy and parish council elections. This had been delivered to most households.

All Councillors hope that the Council will engage as much as possible with the public in future.

131/2021 Items to be included by Clerk in press release

Resolved

To report the tree planting plans and the May Council elections.

132/2021 Date, time and venue forthcoming Parish Council meetings

- i. Finance Committee: Thursday 21st April 2022
- ii. Full Council meeting: 28th April 2022

iii. 2022-23 meetings calendar

Cllr Taylor circulated a proposed calendar of meeting dates for discussion prior to this meeting and proposed and it was

Resolved

- 1) The first meeting of the new Council be held on Thursday, 19th May 2022; this could also be the date for the Annual Parish Council Meeting.
- 2) The Annual Parish Meeting be held on Thursday 26th May 2022.
- 3) The next Recreation Field Committee meeting date to be confirmed
- 4) Meetings to be held on the third Thursday of the month, to facilitate reporting to the *Burtonian* in good time.
- 5) Dates to be added to the village website.

The meeting closed at 9.45pm.

The Chairman on behalf of the whole Council, and County Councillor Ireton, thanked the Clerk for her long service and wished her a long and happy retirement.

Signed

Dated

Appendix 1**Bank Balances, including receipts**

Current Account at 15.03.22		300.00
Business Reserve A/c at 15.03.22		<u>55,072.98</u>
		55,372.98
<u>Receipts 15 February - 15 March 2022</u>	<u>190.48</u>	
Interest	0.48	
Cornerstone Church	90.00	
Lonsdale Terriers re Jan bookings	60.00	
Lynne Lawson pavilion hire	40.00	
<u>Less unpresented cheques at 15.03.22 (chq 2588 cancelled)</u>	<u>6,514.96</u>	
		<u>48,858.02</u>

Commitments as at 15th March 2022 (ex VAT)

COVID re-start projects Rec Field* at 15th Dec 2021	<u>27,898.75</u>	
MUGA refurb £30,000 (estimate) of which 25% payable by Council if grants available		7,500.00
Recreation Field drainage works - estimate only		2,000.00
Sports Pavilion extension (if no grants available)		<u>20,000.00</u>
COVID re-start projects Rec Field TOTAL		29,500.00
Very Old and Separate Churchyard:		
Lych Gate Restoration grant to be used for general maintenance		200.00
Safety Notice, memorials (400) & 190		552.75
Contingency Fund resolution 12/11/18)		5000.00
Clerk's Retirement Gratuity (3.75% gross annual salary) at 31.03.2022		3071.00
Riverside Land replacement wooden bollards - ex VAT		1297.00
Rec Field Car Park bollards (quote 11 Oct 2021) ex VAT		786.50
Rec Field Car Park gravel and kerbs ex VAT	estimate	1,200.00
Footpath Bridge to Rec Field repairs (estimate only)		200.00
Village Cricket & Sports Days surplus (2017-2019) for future events		346.22
Platinum Jubilee Committee (formerly VE Day Commemoration Group; includes £400 from this group)		1,700.00
First Responders donation remaining		658.30
Rural Watch Scheme		200.00
Budget remaining as at report date		<u>-1635.55</u>
		<u>13,576.22</u>
General Reserves at 15.03.22		<u>5,781.80</u>