

**Minutes of the
Burton-in-Lonsdale Parish Council Meeting
7.30pm Thursday 19th May 2022
Village Hall, Burton in Lonsdale**

Present: Council candidates: Peter Thompson, Michael Biles, David Taylor, Belinda Hornyold-Strickland, Rebecca Spedding, & Ian Wardle; Stuart Handley; 15 members of public.

Note: In the absence of a Parish Clerk the meeting was recorded. In addition, a member of the public, Ms T Gato, agreed to take minutes of the meeting.

The meeting was opened by Stuart Handley (Interim Councillor & Chair until the new appointment could be confirmed under item 1. of the Agenda.)

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

17/2022 Election of Chair for the Year 2022/23:

Election. Handover of the Chair to new Chairperson, signing of Declarations of Acceptance of Office (DAO) by new Chair.

Resolved: Election conducted by secret ballot in the meeting. Cllr Peter Thompson elected by majority vote (5 votes to 1 for Belinda Hornyold-Strickland). Cllr Thompson accepted and duly signed the DAO.

Cllr Thompson thanked the previous Chair, Stuart Handley, who has served 18 years on the PC.

18/2022 Appointment of Deputy Chair and Signing Declaration of Acceptance of Office (DAO) by new Councillors.

No formal election has been held for Councillor positions with 6 candidates for the 7 positions available. The post of Parish Clerk remains unfilled.

Resolved: DAO duly signed by all candidates: Peter Thompson, Michael Biles, David Taylor, Belinda Hornyold-Strickland, Rebecca Spedding, & Ian Wardle.

Resolved:
Position of Deputy: Nominee Cllr. Biles.
Proposer: Cllr. Wardle.
Seconder: Cllr. Thompson.

Resolved:
Cllr Biles accepted and duly signed the DAO.

19/2022 **Apologies**

a) In advance of the meeting: David Ireton, Councillor for the Ward at NYCC. He intends to attend the next meeting.

b) Parish Clerk: Update from the Chair.

The appointment of Simon Rimmer as Parish Clerk has not been able to proceed. Mr Rimmer has withdrawn for personal reasons resulting in the position becoming vacant again. The post has been re-advertised and there are two new candidates being considered. The PC intends to review these and hopes to make an appointment shortly. In the event that this is not possible the Chair formally requested authority to appoint a locum in the interim.

Proposer: Cllr Biles

Seconder: Cllr Wardle.

Resolved: To appoint a locum Parish Clerk. Exact parameters to be defined but expected to be: £25/ hr - hours capped at 10hrs week; Arrangement to be short term in the expectation that a permanent appointment will be made shortly. The role may be split (Formal Clerking / General Admin) to reduce costs if necessary.

20/2022 **Approval of Minutes 24th March & 26th April by councillors**

The Chair is proposing to remove Appendices 2 & 3 from the March minutes on the advice from the YLCA & auditors. The timeline was produced as a working document and is a record of a discussion outwith the PC meeting of work undertaken to resolve matters of concern.

A debate ensued about the treatment of Appendices 2 & 3.

A vote was taken to approve the minutes of 24th March & 26th April subject to an amendment of the minutes of 24th March to state that the Appendices 2 & 3 are held on file and can be made available on request (in writing).

Proposer: Cllr Wardle

Seconder: Cllr Strickland

Resolved: subject to the amendment above, the minutes of 24th March are accepted as an accurate record and are approved to be signed at the end of the meeting..

Resolved: The minutes of 26th April are accepted as an accurate record and are approved to be signed at the end of the meeting.

Code of Conduct and Recording of Disclosable Pecuniary Interests

21/2022 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.

22/2022 Public Questions or Statements

A member of the public asked whether the council is now able to sign cheques. Cllr Wardle gave an update on the transfer of the banking mandate. The timeline given by the bank for transfer of mandates is 30 days from receipt of a compliant request. Resolution of the matter is expected 25th May. Direct debits are unaffected. Numerous attempts have been made by Cllr Wardle to expedite the matter without success. The Chair thanked Cllr Wardle for his perseverance & the forbearance of members of those owed money by the PC.

A member of the public said he has a large bill due at the end of next week arising from the planned Jubilee celebrations.

Action: The PC will contact all parties owed money to make a formal apology.

Action: Cllr Strickland has a contact in Coutts Bank and will attempt to apply pressure to speed up the process.

Action: If the matter remains unresolved on the 25th May, the PC will provide a further update to creditors.

23/2022 To Appoint Members to the following Committees for 2022/23.

- a) Finance Committee: Cllrs Wardle & Taylor
- b) Recreation Field Committee (RFC): Cllrs. Strickland & Wardle, Mike Ilsley, Ian Parker.

A member of the public asked for clarification of the structure and working of these committees. The Chair explained that the rules governing PC's require the Finance Committee to be staffed by Councillors. The RFC should be dedicated to getting best use out of the facilities for the village. The PC intends to produce some guidance/terms of reference for the RFC to facilitate this. There are two further committees the Councillors would like to see created:

- 1) Committee or Sub-committee to concentrate on Planning matters (flagging new applications, building a relationship with Craven planners etc.)
- 2) "Amenities" committee: To work with members of the village to identify opportunities & potential grants to develop the social fabric of the village as a whole.

Formal Committees need terms of reference, formal meetings and minutes etc. Sub-committees can be more flexible and responsive e.g. to notify the village/PC on live planning issues. The exact structure is yet to be decided The PC intends to give this further consideration before making a recommendation. Stuart Handley flagged that CDC is being abolished and planning matters are likely to move to Northallerton. Strong representation within the PC is likely to be increasingly important.

Resolved:

Appointments to the two existing committees confirmed as above, subject to discussion of the Chair position of the RFC which is currently occupied by Ian Parker.

24/2022 **Finance matters**

- a) Confirmation of Responsible Financial Officer
Resolved:
Nominee: Cllr Taylor
Proposer: Cllr Thompson
Secunder: Cllr Biles
- b) Bank Mandate: **Resolved.** Dealt with in Public Questions above.
- c) Annual Accounts year ended 31st March 2022. Report on Internal Audit: Cllr Taylor stated that the audit did not go well. On 4 out of 12 points of procedure the PC needs to improve practice. The audit form will be appended to the minutes of this meeting (Appendix 1)
Various points were highlighted by Cllr Taylor:
- i. Expenditure: approval procedures must be adhered to including itemising expenditure in minutes. (e.g legal fees incurred, and the payment of £5000).
 - ii Risk.
 - iii Disclosure: monitoring and disclosure throughout the year.
 - iv. Various control documents should be published on the website. (Internal control register, Asset Register etc.)
- Resolved:** The intention is to create a new page on the website where all the required documentation will be made available.
- d) Appointment of Internal Auditor for 2022-23: Despite the unfavourable audit result, Cllr Taylor proposes to re-appoint the same auditor to enable progress in improving compliance to be recorded.
Resolved: Re-appointment of auditor proposed. TBC on receipt of response from auditor.
- e) Annual Insurance Policy for the Year commencing 1st June 2022: The policy is a 3 year rolling policy currently at year 2. Insurers have provided guidance for events such as the Jubilee celebrations. The Chair commended Cllr Biles for ensuring a high standard of safety compliance before receiving the guidance. The Chair recommends renewal of the existing policy.
Resolved: Cllrs agreed the renewal.
The Chair highlighted that the value of the pavilion has been uprated by a standard 9% in the policy. The insurers will carry out an insurance valuation for a fee of £145. The Chair proposes this should be undertaken.
Resolved: Cllrs agreed the valuation by insurers should be taken forward.
- f) Financial Risk Assessment: Document circulated for review by Cllrs.
Resolved: Subject to the review date typo in page 2 being amended, the document was approved by Cllrs.
- g) To review Bank Balances and, Receipts
Transactions since the last meeting are detailed in Appendix 2
- h) Approval of Payments and Budgeted Items
Transactions since the last meeting are detailed in Appendix 2
- i) To agree the accounts for payments from reserves: None

25/2022 Consideration of the Purchase of Land (currently for sale with Richard Turner & Sons).
Stuart Handley absented himself from this part of the meeting to avoid any conflict of interest as he works for Richard Turner & Sons. A member of the public made a presentation to the meeting to canvass opinion on attempting to pull together a bid on behalf of the village on Lot 1 (for allotments) and/ or lot 2 (for new woodland creation/carbon sequestration/meadow). The land is due to be sold at auction on 25th May. In view of the tight time scale a member of the public has carried out some research on spec and informed the meeting that

an offer “in principle” has been received for 50% capital funding from White Rose Community Forest. The member of the public asked whether the PC would be supportive of a request to the vendor to defer the sale to allow more time for the village to consider a purchase and launch a fundraising campaign.

The PC expressed general support for the ideas presented, but stated it is not in a position to recommend action toward a land purchase. The PC is new and does not yet have a set of agreed priorities to guide the making of capital expenditure from reserves. In respect of allotments an assessment of demand would be required to support an application for expenditure

Resolved: No further action required from the PC at this stage.

26/2022 Items from the Standing Orders to be Reviewed

- a) To review the Councils Standing Orders:
- b) To review the Councils Financial Regulations.
- c) To review terms of reference for Committees
- d) To review the Councils Complaints Procedure

Not Resolved: Work is ongoing on items a-d. A final draft of these documents will be produced by the PC for presentation at the next meeting.

27/2022 North Yorkshire County Council and Craven District Council Planning Matters

Craven District Council:

- a) Planning Applications:
2022/23828/EIASCRC:

Pre-application for accommodation & pods on bank of river Greta. The PC was initially advised that it was not a formal application & the applicant is seeking advice on whether an EIA is required. A member of the public informed the meeting that further investigations have revealed the “pods” to comprise eight buildings of two storeys. Several are in protected/high conservation areas (Site of Importance for Nature Conservation/Woodland Tree Preservation Order.)

Resolved: PC to contact CDC planning officer to ensure it is kept informed. Residents are encouraged to feedback any concerns /objections to the PC to allow these to be collated and taken forward.

022/23630/FUL and 2022/23631/LBC - Barn at Castle Hill, Burton in Lonsdale. No further developments to report since the last meeting. It is thought that the increase in footprint of the site from 0.18Ha to 0.40Ha is in response to the requirement to mitigate water run-off from building roofs. However, there is concern that by being brought into the planning application it could become further residential development. The PC has made representations to the Planners to this effect.

Resolved

No further action required from the PC at this stage. Response awaited from the Planning Authority.

2019/20874/LBC Richard Thornton School, Burton In Lonsdale. The PC has contacted the Planning Authority regarding piles of waste material arising from the works. The planners have agreed to investigate.

Resolved: No further action required from the PC at this stage.

2022/23974/FUL:27 High Street, Burton In Lonsdale, Village Shop Association Ltd. Revised access to existing shop premises including replacement of an existing boarded up window with new double entrance doors and conversion of existing narrow door opening to shop window. Comments close 20th May. The planners have rejected the proposal to move the door into the middle of the wall with the painting on, the grounds of historical appearance of the frontage. However they would not oppose a door being installed where the bay window is which is a modern addition to the building.

Resolved: The PC wishes to express its support for the shop committee in whichever course of action it feels appropriate in relation to this matter.

2021/23271/FUL

Construction of bridge for agricultural use over a ditch.

Bull Farm, 11 High Street, Burton in Lonsdale

Deadline for Comments has passed. Uncontroversial.

Resolved: No further action from PC required.

28/2022

The next full Council Meeting: 16th June 2022

- a) Including Draft Minutes of the Annual Parish Meeting: Thursday 26th May 2022. The chair encouraged everyone to attend. Opportunity for various village organisations to show what they are doing. PC will print and distribute posters & the meeting Agenda.
- b) Items for Next Meeting and Minor Items for information only. Will include minutes from the Parish Meeting. Cllr Wardle suggested Committees and representation of the PC on village organisations should be discussed.

The meeting closed at 21:30

Signed

Dated

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

BURTON IN LONSDALE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

BURTON IN LONSDALE PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	32,281	45,676	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	17,500	17,500	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	28,516	18,678	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	2,811	5,833	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	1,887	1,849	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	27,923	28,668	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	45,676	45,505	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	45,676	45,505	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	226,659	229,897	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	2,700	851	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Annual Internal Audit Report 2021/22

BURTON IN LONSDALE PARISH COUNCIL
WWW.BURTON-IN-LONSDALE.NET

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		✓	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NOT HELD		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements		✓	
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken
04/05/2022

Name of person who carried out the internal audit
CARRIE PLOW

Signature of person who carried out the internal audit


Date
04/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

BANK MOVEMENTS since the last report (March Minutes)

15.03.2022		Cashbook balances		44,570.12
RECEIPTS to 31/03/2022				
28.02.2022		Interest	0.42	
03.03.2022		Lonsdale Terriers	40.00	
25.03.2022		Scottish Power FiT payment	6.73	
28.03.2022		HMRC VTR	889.05	
31.03.2022		Interest	0.47	
31.03.2022		Pavilion hire	45.00	981.67
PAYMENTS to 31/03/2022				
25.03.2022	2613	Richard Simmonds re pavilion window & veranda cleaning Mar 2022	47.00	(47.00)
31.03.2022 Cashbook balances at Financial Year End 45,504.79				
RECEIPTS to 30/04/2022				
01.04.2022		Pavilion hire	25.00	
12.04.2022		Terriers JFC	60.00	
19.04.2022		Pavilion hire	30.00	
28.04.2022		Pavilion hire	66.00	
29.04.2022		Interest	3.89	184.89
PAYMENTS to 30/04/2022				
15.04.2022	2614	NYCC: street lighting energy Apl 21 - Mar 22	1,135.91	
21.04.2022	DD	Octopus Energy re March pavilion electricity	61.36	
26.04.2022	DD	Public Works Loan Board: repayment re lights	909.72	(2,106.99)
30.04.2022 Cashbook balances 43,582.69				
RECEIPTS to 18/05/2022				
03.05.2022		Pavilion hire	64.00	
03.05.2022		Pavilion hire	40.00	
04.05.2022		CDC: half year annual precept	8,750.00	
05.05.2022		Terriers JFC	140.00	
05.05.2022		Pavilion hire	46.00	9,040.00
PAYMENTS to 18/05/2022				
18.05.2022	2615	Elkerlodge Bookkeeping Services	250.00	(250.00)
18.05.2022 Cashbook balances 52,372.69				

BANK RECONCILIATION

13.05.2022		Current Account		300.00
		Business Reserve A/c		64,233.04
		outstanding chqs		(12,160.35)
				<u>52,372.69</u>
		Balance per cashbook		<u>52,372.69</u>