

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm Thursday 26<sup>th</sup> April 2022**  
**Village Hall, Burton in Lonsdale**

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**Present:** Councillors Thompson, (Chair), Biles, Taylor and Wardle; Recreation Committee member I Parker; 12 members of public

**Note:** In the absence of a Parish Clerk the meeting was recorded, In addition a member of the public, Mrs C Whitfield, agreed to share her notes taken during the course of the meeting.

In the absence of the Chair and vice-Chair, it was resolved that Cllr Thompson will chair this meeting.

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

- 1/2022**      **Apologies**  
Reasons for absence and apologies were received from Cllrs Shaw, Handley, and Tate, District Cllrs Brockbank and County Cllr Ireton  
**Resolved**  
To accept reasons and apologies for absence.
- 2/2022**      **Statement by Councillor Biles**  
Cllr Biles paid tribute on behalf of the Parish Council to former Cllr Kathleen Salrein who passed away the previous week.
- 3/2022**      **Local Council Elections: 5<sup>th</sup> May 2022**  
The Chairman confirmed that there were 6 candidates for the 7 council posts. Consequently, there will be no formal election.
- 4/2022**      **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.
- 5/2022**      **Minutes** of the Full Council Meeting of 26<sup>th</sup> March.  
**Resolved**  
The Minutes of the above meetings were accepted as an accurate record, to be signed at the end of the meeting.
- 6/2022**      **Public Questions or Statements**  
  
A member of the public presented a statement expressing her concern at Appendix A to the minutes of the Parish Council meeting of 24 March relating to Harris Garth and in particular to the timeline attached to the minutes. She was asked to put her specific concerns in writing to the Parish Council. The chair confirmed that the council are taking this issue seriously and will respond in writing.  
A member of the public presented a statement querying the treatment of VAT associated with the cost of the recent legal case relating to Harris Garth and asking the Parish Council to summarise the cost. Cllr Taylor confirmed that VAT was not itemised in the order for costs. The total cost

incurred was in the sum of £3,870. A member of the public raised the subject of future potential arguments relating to Harris Garth, asking that a formal agreement should be put in place to confirm the position of the lychgate. The Chair asked that this issue be discussed once the new council has been formed after 5 May.

A member of the public raised a concern about the proposed planning application for the construction of 8 chalets and associated infrastructure adjacent to the river Greta. In particular there was concern at the impact on infrastructure, the natural environment and the architectural heritage of this part of the parish. Cllr Taylor indicated that Craven District Council have confirmed an environmental impact survey will be required. Cllr Taylor confirmed the Parish Council will raise concerns with the planning authorities. Longer term, concern was expressed around how such a development could be an incentive for further planning applications in this part of the village. It was suggested by a member of the public that the council or others should investigate with the environment agency whether the proposed developer has a waste management licence to use arisings from other sites to create an access road on this site. The Parish Council agreed to contact Craven District Council to gain clarity.

A member of the public raised concern at the size of two piles of wood being stored on the former Richard Thornton School. A representative from Craven District Council has visited site and advised the developer not to burn this wood. The Chair agreed to contact Craven District Council to ask that Craven approach the developer again to ensure he removes the wood legally and promptly.

7/2022

**Annual Accounts for the year ending 31 March 2022.**

- a) The draft annual accounts were presented for approval having previously been circulated by Cllr Taylor (appendix 1), Cllr Thomson queried a sum of £5,000 that was paid to the council and subsequently refunded. Cllr Taylor confirmed that he had treated the transactions in the most appropriate way.

**Resolved**

Draft accounts approved subject to internal audit.

- b) Annual Governance and Accountability Return Form 3  
Sections 1 and 2 of the Return were presented to the council

**Resolved**

The Annual Governance and Accountability Return Form 3 submission was approved. The statement will be signed by the Chair present at today's meetings and the Responsible Finance Officer.

- c) Cllr Taylor confirmed that the AGAR Return 2021-22 Form 3 would be submitted to the external auditor by 1 July 2022.  
d) A risk assessment will be updated following some research into the insurable value of the pavilion building and brought to the next meeting.  
e) The insurance renewal date is 1 June 2022. Following completion of the above risk assessment the Parish Council will agree a new policy with insurers.

The Parish Council thanked Cllr Taylor for the preparing the draft annual accounts.

**8/2022**      **Finance matters**

- a) Cllr Taylor reported bank balances, commitments and general reserves as at 31 March 2022 (Appendix 1)
- b) Status of signatories to bank accounts: Cllr Wardle confirmed that it had been necessary to approach Natwest Bank on two occasions to set up the appropriate mandates to raise cheques to honour outstanding payments. This process is now complete. Natwest are aiming to approve the mandate within one week. Cllr Thompson apologised to all of those people who have been paid late.

**Resolved**

To present alternative banking solutions at a future meeting.

- c) Approved payments of budgeted and non-budgeted items

**Resolved**

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

**9/2022**      **Clerk's Vacancy**

The advertisement for a new Parish Clerk yielded two applicants, one of whom did not fulfil the criteria. The second candidate met the majority of selection criteria. Following a successful interview, the Council proposes to appoint this applicant as Parish Clerk commencing 1 May. The Council is seeking references.

**Resolved**

To appoint Simon Rimmer as Parish Clerk commencing 1 May 2022 subject to receipt of positive references.

**Resolved**

To identify suitable training courses to support the new Parish Clerk. A budget of £100 has been agreed for this purpose, in addition to the previously agreed training budget of £100.

**10/2022**      **North Yorkshire County Council and Craven District Council Planning Matters**

2021/23516/HH

Single storey extension / conservatory to the south facing gable end  
The Coach House, The Old Vicarage, Burton In Lonsdale  
Permission had been Granted

2022/23727/TPO

Removal of Pine tree at Thornton House, Burton in Lonsdale  
Permission had been Granted

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

022/23630/FUL and 2022/23631/LBC - Barn at Castle Hill, Burton in Lonsdale. The application has recently been reissued to identify an increase in footprint of the site from 0.18Ha to 0.40Ha increasing the site into adjacent fields. Several members of the public shared concerns as to the long-term plans for this substantially larger area which has now been identified as a potential orchard, a change of use for the land which

is currently identified as agricultural. The historic interest of the site along with environmental impact were the primary concerns. A member of the public reminded the Parish Council of a previously prepared archeological report which he undertook to forward to the Parish Council along with his detailed comments. The Chair thanked him for his offer.

**Resolved**

The Parish Council will write to the planning authority to ask that these concerns are considered when the revised application is reviewed.

11/2022

**Queen's Platinum Jubilee**

Committee's update re activities:

There has not been a meeting since the last Parish Council meeting. Next Jubilee Committee meeting scheduled for 27 April 2022.

12/2022

**Recreation Field Committee**

a) MUGA

The playing surface is 24 years old and needs to be replaced if it is to be maintained as a useable playing surface,

Ian Parker, the Recreation Committee chairman, presented details of two quotations he had received for an alternative surface along with several additional options. The Recreation committee is seeking further detail around one of the quotations. Cllr Thompson asked that a comprehensive report is prepared detailing a preferred scheme that is costed and a programme to deliver the work. In terms of a programme Ian Parker recommended that further drainage work would determine a suitable start date for the work. The success of the drainage work was dependent upon some survey work which itself required significant rainfall. A group of Parish Councillors had cleared 3 'grits' to enhance drainage in this area. In terms of cost there is a limited budget that could be augmented by grants. Further work is required

**Resolved**

Following initial discussions with Ian Parker and Mike Illsley, the Recreation Committee will prepare a recommendation following further discussion with the two firms who have provided budget information.

The existing surface will require a mechanical brush to keep the MUGA open pending full replacement of the playing surface. Ian Parker agreed to look at scope to loan or hire a sweeper in the short term, given it may not be needed if the surface is to be replaced.

The Chairman informed the meeting that additional grants for the new surface may be available.

b) Sports pavilion storage

Space is required for sporting and maintenance equipment. It was suggested that grants may be available. The reformed sporting and maintenance committee will consider this after the forthcoming inaugural parish council meeting.

c) Signage at the pavilion to be updated.

d) Emptying litter bins to pavilion to be resolved.

- e) New litter bin required for MUGA – action for new parish clerk.
- f) Tree planting to be discussed at future recreation committee meetings.

**13/2022      Very Old and Separate Churchyard**

Actions to carry out gravestone inspections and tree inspections are pending (post meeting note, Cllr Tate has confirmed the inspections have been carried out. The only recommendation is to consider selective pruning of the trees in autumn)

**14/2022      Annual Parish Meeting**

The Annual Parish Meeting is scheduled for 26<sup>th</sup> May 2022. It is an opportunity for all members of the parish to gain an understanding of the groups and events that drive the village community. It is also an opportunity for the Parish Council to explain what it is doing. Each group is invited to present at the session. All parishioners are invited to the meeting.

**Resolved**

To advertise the meeting within the village.

To remind all community groups of the time and date of the event.

**15/2022      Items to be included by Clerk in press release**

**Resolved**

The appointment of Simon Rimmer as new Parish Clerk.

The names and contact details of the newly formed parish.Councillors

The time and date of the Parish Meeting.

**16/2022      Date, time and venue forthcoming Parish Council meetings**

- i.    19<sup>th</sup> May : Inaugural Council Meeting
- ii.   26<sup>th</sup> May : Annual Parish Meeting
- iii.   9<sup>th</sup> June : possible Recreation Field Committee Meeting

Dates to be added to the village website.

The meeting closed at 9.07pm.

**Signed** .....

**Dated** .....

Appendix 1

**DRAFT Receipts and Payments**  
**Accounts**

**Year Ended 31st March 2022**

year end <b><u>31.03.2021</u></b>		year end <b><u>31.03.2022</u></b>
<b><u>Receipts</u></b>		
17,500.00	Precept	17,500.00
16.30	Bank Interest	5.66
0.00	Sundry Income	0.00
712.90	Grants/Donations	7,041.77
20,636.00	COVID grants	8,000.00
925.00	Hire Fees	1,980.00
205.46	Miscellaneous	762.00
6,019.99	VAT Refund Received	889.05
<b><u>46,015.65</u></b>	<b>Total Income</b>	<b><u>36,178.48</u></b>
<b><u>Payments</u></b>		
1,040.32	Administration	1,061.27
2,810.38	Staff Costs	5,833.44
238.90	Section 137 Payments	185.95
8,808.63	Village Projects	0.00
1,062.76	Utilities excl Rec Field	1,081.60
0.00	Street Lights Maintenance	39.19
1,887.48	Street Lights Loan repayment	1,848.60
3,296.08	Maintenance	2,152.52
5,938.33	Rec Field Committee	4,766.81
0.00	Sports Pavilion capital purchases	3,237.52
1,568.86	Sports Pavilion: maintenance	2,958.68
370.00	Subscriptions	299.00
1,386.92	Insurances	1,218.24
214.97	Room Hire	163.00
490.00	Audit Fees	520.00
0.00	Donations	0.00
179.32	Sundries	9,214.32
0.00	Elections	0.00
0.00	Petty Cash	0.00
3,327.70	VAT Paid	1,769.98
<b><u>32,620.65</u></b>	<b>Total Expenditure</b>	<b><u>36,350.12</u></b>

<b><u>Cumulative Fund Balance</u></b>		
32,281.43	Balance brought forward	45,676.43
46,015.65	Add total receipts	36,178.48
<hr/> 78,297.08		<hr/> 81,854.91
<hr/> 32,620.65	Less total payments	<hr/> 36,350.12
<hr/> <u>45,676.43</u>	Balance carried forward	<hr/> <u>45,504.79</u>