

Minutes
Burton-in-Lonsdale Parish Council Meeting
7.30pm Thursday 30th April 2020

Venue online at:

<https://us04web.zoom.us/j/75209946966?pwd=ZmF3aEpISnYwSFpUVSt2ZmxWWndrQT09> (Meeting ID: 752 0994 6966)

Present: Councillors Handley, Mason, Shaw, Tate and Thompson (Chair); County Councillor Ireton

Apologies: Cllrs Salrein and Sedgwick

In attendance: the Clerk

1 Statement:

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

The Parish Council will meet under the above regulations, effective until 7th May 2021

2 Delegation of Powers to Clerk

To formally delegate powers to the Clerk during the period 7th April 2020 to 7th May 2021.

The Chairman explained the proposed arrangement provides the Clerk with the power to make decisions outside a meeting of the full council, providing all councillors are contacted, and a minimum response, either from the Chairman or Vice Chairman is obtained before action being taken.

Resolved

To permit the Clerk to take decisions outside meetings, providing at least either the Chairman or Vice Chairman agree to the proposed action(s).

3 Standing Orders Addendum

Regulation 5 (6) LA&PCC (Coronavirus) Regulations 2020

Resolved

The Addendum to the Council's Standing Orders (see Appendix 1) was adopted for the period 7th April 2020 to 7th May 2021, subject to review.

- a) Voting will be conducted by the Chairman asking each councillor in turn for his/her vote.
- b) Members and the public can access documents as usual (hard copy, email/digitally, or on line and by request, if not confidential)
- c) Remote electronic access of press and public: a meeting access code is given with the agenda, in place of a venue

4 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
There were none.

5 Minutes and Matters Arising of Parish Council Meeting of 23rd January (full council) and 27th February 2020 (Recreation Field Committee).

The Minutes for the above meetings were circulated prior to this meeting and taken as read. There were no amendments.

Resolved

The Minutes of the above meeting were accepted as an accurate record, with no

amendments, to be signed at the end of the meeting, and to be published on the Council's web page (www.burton-in-lonsdale.net/parish-council).

- 6 **Public Questions** or Statements: see attached revised conditions
There were none.

7 **Reports**

Coronavirus regulations limit activities; some items will **not** be reported unless requiring urgent action

a) Police

PCSO Jayne Grace sent the monthly report prior to meeting:

We have had 4 incidents reported to the Police in Burton In Lonsdale to 05.04.20 to 29.04.20

07.04.20 – General Admin

12.04.20 – Sudden Death

14.04.20 – RTC - 2 vehicles – High Street

23.04.20 – Crime Fraud – Internet

NYP - Covid19 patrols are being carried out in the area; Officers are leafleting vehicles, Engaging, Explaining, Encourage & Enforcing the Government guidelines – www.gov.uk/coronavirus

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 also 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. Ireton reported: NYCC funding for Social Care is reduced, despite allocating cash to deal with the effects of the COVID-19 events. Financial reserves are being used and will give rise to a serious funding situation. Craven District Council is receiving 65% of its required funding and North Yorkshire County Council is receiving just 35% of required funding. This is due, in part, to the loss of car parking fee revenues during the current COVID-19 government social movement restrictions: car parks are currently free of charge.

c) Craven District Councillors

Cllr. Hartley reported the CDC Members Grant is available until May.

d) Clerk, YLCA, Correspondence: no report

e) Parish Councillor Reports: no report

f) Maintenance Reports: no report

Recreation Committee

- a) Grounds and Outdoor Equipment: inspection reports; maintenance
No report.
- b) Pavilion: closed until further notice re Coronavirus regulations.
Cllr. Thompson reported the receipt of a grant of £10,000 as financial assistance to the facility, under the COVID-19 funding regulations. The pavilion (and village hall), whilst having a rateable value do not pay council tax.
The grant enables the Recreation Committee to give consideration to works required at the Recreation Field and the Pavilion.

Cllr. Ireton advised village organisations, including the shop, pub and others may be able to access money for its activities linked to the COVID-19 events which incur additional expenses.

8 Craven District Council Planning Matters

Planning Application 2020/21572/LBC:

Roof repairs to rear extension: strip and re-slate, using mixture of old and new slates, Bleaberry House , Duke Street, Burton In Lonsdale

The Clerk declared an interest, as the applicant.

There were no comments regarding this application.

9 Finance Matters

- a) Bank balances, including receipts since as at 15th April 2020
The Clerk circulated details of bank balances and commitments to councillors prior to the meeting (see Appendix 2).
- b) Approval of payments of budgeted and non budgeted items
Resolved
To approve payments as per Appendix 2; cheques to be signed after the meeting.
- c) Revised year end audit deadlines
The Clerk reported the internal audit should be completed as per the usual timetable, by end May 2020.
The external audit dates have changed: see [SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#); the Annual Governance and Accountability Return (AGAR) must now be published by 30th November 2020. **Under the new regulations there is no requirement for a common period for the exercise of public rights.** Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020**
- d) Clerk's salary: proposed increase to hourly rate for part time Clerks
The Chairman explained to Councillors that, during reviewing the annual accounts, it came to light that a NALC recommended pay increase had not been implemented during 2019. The current rate for the Clerk's grade is £11 per hour (not £10.676/hour paid up to and including this month). In addition, the council now has 12 meetings of one sort or another per year.
There was a brief break in meeting proceedings at 8pm to participate in the Thursday evening applause for NHS and Key Workers.
The Chairman proposed and it was

Resolved

The Clerk's total number of paid hours per annum be raised to 240 (ie 20 hours/month). Total gross pay £2,640 p.a.

10 Items to be included by Clerk in press release

Resolved

To announce the Parish Council's first meeting under the COVID-19 regulations, using internet technology.

11 Date, time and venue future Parish Council meetings

Resolved

- a) Finance Committee (review of year end accounts): 14th May 2020
- b) Full Council (consideration of year end accounts): 28th May 2020
- c) Annual Parish Council Meeting: not required until May 2021 (Coronavirus Regulations, Regulation 6)
- d) Annual Parish Meeting 2020: Clerk to check if this is required; if not, a notice to be put up informing residents of postponement.

Cllr. Tate reminded the meeting to give consideration to a site for planting an oak tree to commemorate the end of the First World War; it was noted there is an oak tree planted to commemorate the end of the Second World War planted between the Play Area and bike Track on the Recreation Field. To be considered outside this meeting.

The meeting finished at 20.07pm

Signed

Dated

Appendix 1

Standing Orders Addendum for Burton in Lonsdale Parish Council adopted 30th April 2020 (guidance from YLCA)

Key:

Bold text – mandatory (defined in legislation);

Ordinary text – Suggested standing order wording;

Italic text – Suggestions for councils to think about depending on the platform being used.

INTRODUCTION:

The following Standing Orders are an addendum to the Standing Orders (SOs) for Burton in Lonsdale Parish Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Burton in Lonsdale Parish Council SOs apply.

CONVENING

- a. A remote meeting of the Council or of one of its committees will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
- b. The council will ensure that all non-confidential meeting papers are posted on its website and where possible.

CHAIRMAN'S ROLE:

All meetings shall commence with a statement from the council Chairman, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.

PRESENT:

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance (whether by video conferencing or by telephone).

Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting

All councillors present will be required to state their name prior to the commencement of the meeting.

QUORUM:

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

VOTING:

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- The chairman will request a response to each proposal verbally, from each member present.
- The chairman will confirm that response verbally.
- The chairman will read out all votes cast once collected. Or summarise total for/against.
- The minutes will reflect the decision of the council.

COUNCIL/COMMITTEE DISCUSSION

On each item of business to be transacted, which requires discussion (where members are joining the meeting by telephone):

- The rules of debate, as set out in Burton in Lonsdale Parish Council Standing Orders will apply.
- The item under consideration to be announced by the Chairman (for the purposes of informing both councillors and public if present) and each member will be asked in turn if he/she wishes to contribute to the discussion.
- After each member has been heard, the Chairman will call for a proposal on the item of business to be transacted, by a member present (member to state their name prior to making the proposal)
- Once a proposal is moved, if required, the Chairman will call for that proposal to be seconded by a member present (member to state their name prior to speaking)
- The Chairman will request any amendments to said proposal from each member present, prior to moving to a vote on that proposal.

DECLARATIONS OF INTEREST IN AN ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING:

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

PUBLIC PARTICIPATION:

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting; a member of the public shall not speak for more than 3 minutes.

The Chairman will ask each member of the public, joining the meeting by telephone, if they wish to contribute to this session.

Members of the public joining the meeting by video link shall use the 'raise my hand facility' or physically raise their hand – the clerk/vice-chairman will make a note of these and they will be invited to speak by the chairman.

EXCLUSION OF THE PRESS AND PUBLIC

All meetings of the council and its committees must be available for the press and public to attend (i.e. open to the public).

The council or a committee may resolve to exclude the press and public, from a meeting (whether during the whole or part of the proceedings), due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted or for other special reasons.

Appendix 2

Finance Sheet April 2020

Bank Balances, including receipts

Current Account at 15.04.20		300.00
Business Reserve A/c at 15.04.20		<u>32,510.52</u>
		32,810.52

Receipts 13 March to 15 April 2020	<u>4,515.73</u>	
Interest (March)	5.73	
Burton Regeneration Group re play equipment	4,500.00	
Burton Young Farmers re hire Social Room	10.00	

Less: unpresented cheques at 30.04.20 meeting	<u>-226.20</u>	<u>33,036.72</u>
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Further receipts after 15 April (to be confirmed by statement)

COVID-19 payment	10,000.00	
Precept: 1st tranche	8,750.00	

Commitments as at 15th April 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	<u>16,669.88</u>	
	27,957.05	

General Reserves at 15.04.20

5,079.67

	<u>Payments April 2020</u>	<u>VAT</u>	<u>Gross</u>
2419	Lawsons Hazelwood Ltd re footpath Orchard/Riverside (s137)	197.80	1,186.80
2420	Burton Communication Group re Transparency Code		100.00
2421	Pals with Trowels grant re grass cutting in Orchard (s137)		200.00
2422	YLCA online training (2 sessions)		20.00
2423	WEL Medical Ltd (new pads for VH defib) (Public Health Act 1936)	7.78	46.68
2424	J Hartley & Sons (grass cutting March 2020) LGA 1976	20.00	120.00
2425	S Gregory (Clerk's salary, April 2020)		159.66
2426	Came & Co annual insurance premium		1,386.92
2427	BiL Village Hall Committee re room Hire 2019-20 (LGA 1972)		76.50
			<hr/> 3,296.56