

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm Thursday 26<sup>th</sup> November 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; 7<sup>th</sup> April 2020 to 7<sup>th</sup> May 2021

**venue:**

<https://us02web.zoom.us/j/87940556685?pwd=bUZva1MvN2RrWIMxMkxWS2tiTDU0UT09>

**tiny url:** <https://tinyurl.com/yy5prjud>; <https://preview.tinyurl.com/yy5prjud>

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**Present:** Councillors, Mason, Sedgwick, Shaw, Tate and Thompson (Chair); County Cllr David Ireton; 2 members of public

**In attendance:** the Clerk.

**65/2020 Apologies and Reasons for Absence**

Apologies received in advance: Cllrs Handley and Salrein

**Resolved**

To accept reasons for apologies.

**66/2020 Code of Conduct and Recording of Disclosable Pecuniary Interests**

To record Councillor's Disclosable Pecuniary Interests relating to this Agenda; any changes since previous disclosure to Craven District Council.

Cllr. Sedgwick declared an interest in Planning Application 2020/22113/FUL.

**67/2020 Minutes and Matters Arising**

Meetings of 24 September, 28 October, & 19 November 2020

**Resolved**

The Minutes of the above meetings were accepted as an accurate record, with a small amendment to minute 45/2020 ('spelling'); Minutes to be signed outside the meeting.

**Matters Arising**

24.09.2020: Minute 43/2020

Cllr Mason brought to Councillors' attention that not only was it a matter of liking the plans but also a matter of principle as to whether the Parish Council would submit plans on behalf of the Village Hall Committee. County Cllr. Ireton brought to meeting's attention the discount offered to Parish Councils submitting planning applications on behalf of village organisations; the Chairman agreed this had been a consideration however further consideration of the matter following the September meeting has concluded it is more appropriate for the Village Hall Committee to submit its own planning application, should any questions be raised by residents.

**Resolved**

To convey the Council's suggestion that the Village Hall Committee submit its own planning application to the Village Hall Committee (NB this has already been done).

Cllr Tate requested the full council meetings frequency/timetable to be re-considered when setting the 2021-22 meetings timetable; this follows the large number of documents (24) issued with this meeting's summons, covering the time since the last full council meeting (two months). Chairman proposed this is discussed outside the meeting with a view to an acceptable solution.

**68/2020** Public Questions or Statements

a) Mr Gillibrand stated he is waiting to hear from the Parish Council regarding his request to the Parish Council to lift its Caution Against First Registration (CAFR) relating to the gravel path on the east side of the Village Green.

The Chairman explained that the matter was discussed at the September meeting (Minute 40/2020), concluding the Council would not lift its CAFR; therefore it is not on this meeting's agenda. The council has received legal advice to maintain the status quo. It would be inappropriate to change.

Mr Gillibrand stated he had asked the Council to set out on what basis the Council proposes to maintain the Caution on the gravel path, recommending the Council should take legal advice as otherwise, in his view, it would be problematic for the Parish Council.

The Chairman thanked Mr Gillibrand, reminding the meeting of the legal advice that it would be inappropriate for the Chairman to deal with the matter without consulting colleagues. Mr Gillibrand's letters have been circulated to councillors; further guidance will be sought from the Council's legal advisor, to avoid further problems.

The Chairman undertook to liaise with Councillors outside the meeting and pass on any further advice.

b) Statement re carbon neutral churches in Craven: request for support.

In line with an undertaking to be 'Net Zero Carbon by 2030' three Craven Diocese churches are hoping to apply for funding from the Rural Community Energy Fund for a feasibility study of carbon neutral methods for heating church buildings. This is in line with Craven District Council and the Yorkshire Dales National Park. Whilst the group is small, it hopes the lessons learned can be used on a wider basis, possibly even nationally. Funding applications have to be submitted by 1<sup>st</sup> February 2021. All Saints Church is asking for comments and support (not money). Any suggestions to the bid for the feasibility grant funding, or more generally about renewable energy generation in the community, would be very welcome.

**69/2020** Reports

a) Police

A written report was received, covering the period 24/09 to 23/11/2020:

24.09.20 - ASB / Domestic

27.09.20 – X2 RTC damage only – Ireby Road

06.10.20 – SMV – Stolen Quad – High Street

11.10.20 & 12.10.20 – RTC – damage only - A687

26.10.20 – Theft: IFor Williams heavy duty twin axle plant trailer Longber Ln

31.10.20 – Crime dog bite – owner advised

05.11.20 – Suspect vehicle – High Street – area searched no gain

07.11.20 – Road related offence – faulty lights - advice given

07.11.20 – Domestic / concern – joint partnership working

10.11.20 – ASB – Covid19 – holiday homes

11.11.20 – General contact advice given

14.11.20 – ASB personal – advice given

18.11.20 – Crime fraud – BT Internet

20.11.20 – Cyber Crime – advice 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](http://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](http://www.police.uk)

You can also report safety issues under speed concerns on - [www.roadwise.co.uk](http://www.roadwise.co.uk).

If anyone would like to sign up to Craven Community messaging then please visit - [www.northyorkshirecommunitymessaging.org](http://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](mailto:SNACraven@northyorkshire.pnn.police.uk)

There were no further comments.

b) North Yorkshire County Councillor

County Cllr Ireton reported the Director of Environmental Services (includes Highways) retired at end July 2020; also the Public Health Director is moving to another part of the country, at what is a difficult time due to the COVID-19 pandemic.

COVID-19: the latest information is that North Yorks is in Tier 2 when exiting the latest public health measure on 2<sup>nd</sup> December; this is a high alert level (North Yorks v close to being in Tier 3, currently the highest level of restrictions). Settle and South Craven are 'hotspots', and Scarborough infection rates are concerning.

i) Proposed local government re-organisation

Cllr. Ireton reported both the single unitary and dual authority proposals are being readied for final submission by 9<sup>th</sup> December 2020, after which the Government will go to consultation.

Local elections May 2021: not yet decided to schedule, as depends on outcome of the above. However, Police, Crime and Fire Commissioner elections likely to proceed (to be confirmed).

ii) Ownership of street furniture (signpost) for insurance purposes

The Chairman reminded the meeting the previous signpost, due to dilapidated condition, was scheduled for removal. NYCC Highways gave the Parish Council permission to restore the signpost, as a part of Burton's history; this was done at a minimal cost, by the contractor (a supporter/restorer of historical street furniture). The only original piece retained is the West Riding roundel at the top of the sign. If ever a replacement is required, the decision falls to NYCC (and budget available). It is noted the signpost outside the Village Hall is not insured by the Parish Council as it is part of NYCC assets. Cllr Ireton reminded the meeting that if NYCC removed the sign, it could be replaced with a modern sign, which may not be appropriate for Burton. **Resolved** the signpost is not included in items insured.

c) Craven District Councillors

Planning Matters

i) Draft Conservation Area Proposals

Email from North Craven Heritage Trust re Parish Plans in 2021, and review of Conservation Areas (and descriptions), including Burton in Lonsdale, re proposals to change planning rules. NCHT does not consider it appropriate to consider the matter at the moment as a lot of other things happening (re government re-organisation, COVID-19

pandemic, etc). The Chairman summarised: it appears the major changes will be in areas where central government believes there should be significant growth. It is simplifying the planning process into three zones. It should not significantly affect this area.

**Resolved**

Not to respond to NCHT.

The Craven Conservation Areas Project 2016, undertaken by the District Council, Historic England and Alan Baxter Ltd and produced draft appraisals for 16 existing conservation areas, including Burton in Lonsdale, and 3 potential new conservation areas in Craven. All 19 draft appraisals were accepted into the evidence base for the Craven Local Plan and the Council committed to undertaking public consultation on the draft appraisals at the earliest opportunity following the Local Plan's adoption. The District Council now beginning the consultation.

The Craven Conservation Areas Project produced documents in electronic format with interactive maps. The interactive maps can be downloaded; paper copies are not available. In view of the total number of documents involved, the normal consultation period of 4 weeks has been extended to 8 weeks. Comments should be received no later than the end date 14<sup>th</sup> December 2020.

The Clerk drew to the meeting's attention the 2016 comments about the Village Green (the view from the Village Green), suggesting the view of the Village Green including the Grade II\* All Saints Church could be noted.

**Resolved**

To forward comments, as above, regarding the Village Green view.

ii) Application nos 2020/22035 FUL and 22036LC

Thornton Lodge, track to old Vicarage, Burton in Lonsdale LA6 3JZ  
Installation of traditional sash windows in the uncovered opening of the western elevation. Replacement of skylight and ventilator with two conservation area velux type roof lights.

**Resolved**

No comments; letter of support for work to be sent to Craven DC.

iii) Application 2020/22113/FUL

Lowfields Farm, Burton In Lonsdale, Carnforth, LA6 3LB.  
Proposed application for the erection of 1 new agricultural livestock and storage building.

Cllr. Sedgwick declared an interest. The buildings described as 'ruins' will have permission to be re-developed very soon (delayed due to COVID). Other old buildings will be removed.

**Resolved**

No comments; letter of support to be sent to Craven DC.

iv) Proposed tree works

2020/22082 Donkin House, 10 Leeming Lane, LA6 3LD: T1, T2 & T3  
Apple Tree – prune. G1, G2 & G3 Birch – require a small reduction

2020/22228, 20 Low Street, LA6 3LF: fell 1 each hawthorn, fir & holly

2020/22192 1 Low St, LA6 3LF: crown thin/reduce 1 tulip tree; remove

water shoot branches 1 sycamore tree.

**Resolved**

No comment re the above three applications.

d) Clerk; YLCA, Correspondence

The Clerk circulates YLCA and NALC correspondence mostly once a month; other correspondence is circulated if appropriate to this Parish Council. The Chairman commented there is a lot of correspondence; do Councillors wish to continue receiving all items? The general consensus is for the Clerk to continue as above.

YLCA: offering series of on-line sessions for Councillors.

**70/2020 Finance Matters**

- a) Bank balances, including receipts since statement date  
Report circulated prior to the meeting (see appendix 1).  
There were no questions.

County Cllr. David Ireton left the meeting.

- b) Approval of payments of budgeted and non budgeted items  
The following items were presented for approval:

chq #	<u>Payments November 2020</u>	
D/D	Octopus Energy re September energy pavilion	62.10
	R K & E Hunter & Son: Rec Field storage unit	
2477	foundations	210.00
2478	J Hartley & Sons (grass cutting, September 2020)	588.00
2479	T R Askew re tree felling Riverside Land	1,680.00
2480	YLCA re Cemetery Management webinar training	30.00
2481	J Hartley & Sons (grass cutting, August 2020)	660.00
2482	Business Stream (pavilion water Aug - Nov 2020)	83.55
2483	PKF Littlejohn LLP; external audit ye 31.3.2020	240.00
2484	M Illsley (maintenance items re pavilion, seats)	55.62
2485	S Gregory (November salary, expenses)	184.16
2486	I R Thompson refund re ZOOM sub October 2020	14.39
2487	Ian Quinn re tarmac for Rec Field entrance	2,100.00
2488	C Edmondson; pavilion cleaning (Oct/Nov)	70.00
		<u>5,977.82</u>

The Chairman explained the Recreation Committee was in the process of getting quotes for both Recreation Field drainage work and the car park entrance; unfortunately, events had overtaken the committee: flood water from Jangling Gill to east of Recreation Field, had overflowed due to a blocked brush gate, running down Bentham Moor Road, into the Recreation Field, flooding both the Bowling Club's green and pavilion for the second time this year. The Chairman considered it necessary to get remedial works done as soon as possible to divert flood water away from the Recreation Field to avoid further damage to car park entrance and Bowling Club pavilion both now and in the future. The car park works were carried out without formal approval (the drainage works had been

agreed) and for which the Chairman fully apologised. Councillors were asked to retrospectively approve the works (and therefore payment). The tarmac is £1750 plus VAT (£2,100); the other costs will be circa £750-£1,000 plus VAT (reclaimable); the total net cost will come out of the £10,000 COVID grant received in April 2020.

**Resolved**

All payments were approved; the cheques to be signed outside the meeting.

c) Finance Committee reports; 2021-22 budget and precept

• Half year accounts to 30<sup>th</sup> September 2020: report

The Committee is comfortable that expenditure is according to budget; there have been some items outside the budget which reserves have covered.

The Chairman explained the two-step process of setting the budget and precept, which are not necessarily the same amount. Previously, any income was not included in any calculations when setting the precept.

• Proposed 2021-22 proposed annual budget

The Committee proposes a budget based on the expectation that budgeted expenditures will be £19,407 (see Minute 61/2020)

**Resolved**

To set the budget at £19407.

• Proposed 2021-22 proposed precept

The Chairman explained that asking for a precept of £17,000 and spending £19,407 would depend on a draw down from reserves of approximately £2,000. Previously, any income was not taken into account. However, based on previous years' figures, and year to date, income from the hire of Recreation Field facilities could be taken into account, namely approx. £1,000 - £1,500. It was noted also, that asking for the same precept as 2020-21 would result in an increase of 2.4%, as fewer households would be paying (see Minute 62/2020). It was noted that Craven District Council and North Yorks C.C. are proposing 3% and 5% increases respectively.

Following debate, it was proposed that a precept of £17,500, representing a 2.4% increase over the 2020-21 precept be requested.

**Resolved** (4 for, 1 against)

To request a precept of £17,500 for the year 2021-22.

• Authorisation of signing of precept request form

**Resolved**

To authorise the Chairman and one other Councillor to sign the precept request.

• Risk assessment of donation toward church clock repair

The Finance Committee risk assessed the donation (Minute 61/2020 item e) and concluded the clock is visible from most parts of the village and is considered to be a public clock. No council has ever been prosecuted for expenditure relating to church clocks that are visible to the general public; also noted: grant money was awarded by Craven District Council, and was available from North Yorks C.C.

- External Audit for year ended 31 March 2020  
The Chairman informed the meeting the external audit was completed during the last week; all matters were found to be satisfactory; the relevant documents will be published on the Parish Council's webpage ([www.burton-in-lonsdale.net/parish-council](http://www.burton-in-lonsdale.net/parish-council) ).

#### **71/2020 Parish Councillor Reports**

- a) Village Hall Committee: proposed extension  
See above, Minute 67/2020; it is more appropriate for the Village Hall Committee to submit its own planning application, should any questions be raised by residents.
- b) Bentham Common Lands Charity: no report
- c) Woodland Trust: Greta Wood works: It was noted that the Woodland Trust has done some tree work alongside the track to Greta House; further work will be done as more trees have been marked, following the Clerk's report of falling branches.
- d) Local Footpath Volunteers: the stile at Manor Close has been repaired.
- e) Emergency Plan: water supply exercise  
The Chairman reported two Burton in Lonsdale representatives (himself and Andy Ive) attended the exercise, which highlighted actions to be taken in case of interrupted water supply (e.g. distribution of bottled water, etc).

#### **72/2020 Recreation Committee**

- a) Grounds and Outdoor Equipment: inspection reports; maintenance including works to car park entrance etc  
The children's roundabout has been repaired, thanks to a joint effort by Messers Hunter, Illsley & Thompson, at nil cost.  
COVID awareness signs re social distancing have been installed, as it was considered impractical to try to close the Recreation Field, as it is situated away from the village and would be difficult to monitor satisfactorily.

It was noted the bike track surface edge may require some maintenance work to re-establish its shape and maintain stability.

The Chairman agreed to inspect and carry out work if possible.

Also noted: there appeared to be no pools of water collecting, despite recent wet weather.

- b) Pavilion: report re bookings, maintenance and cleaning  
Bookings for the Field have been paused for period 5 Nov to 2 Dec due to COVID shut down. There are no Pavilion bookings.  
The gutters have been cleared; a request to buy ladders (to be stored at the pavilion) for future work was made.

#### **Resolved**

To buy ladders for the purpose of Pavilion maintenance work.

Water leak: it has been established the leak is probably not in the supply pipework; three toilet cistern valves have been found to be leaking and have been replaced. Water usage will be monitored for a week or so to see if this has solved the problem.

The Council registered its thanks and appreciation to the volunteers who have done the above works.



**73/2020 Maintenance Reports**

a) Village Green, including War Memorial

Cllr Tate again brought to the Councillors' attention a request by the former World War One Commemoration Group's request to plant a rowan tree next to the War Memorial; previously (Minute 45/2020) the Council suggested it might be possible to plant a rowan on the Riverside Land after some tree work had been done. It was suggested the Group write to the Burtonian, asking residents for their suggestions/opinions about a suitable site for a rowan tree.

Christmas Tree

The contractor has agreed to install battery-powered lights on the tree; however, the tree erected recently is not up to the usual standard; the Clerk has requested a replacement and is awaiting a reply.

b) Riverside Land

Cllr Mason reported three ash trees were felled, following advice received in a tree condition survey conducted earlier this year.

c) Very Old and Separate Churchyard

Cllrs Tate and Thompson to arrange a mutually convenient date to inspect the headstones re stability, as part of an annual inspection.

d) Street Lighting

The Clerk reported the street light outside 6 Duke Street recently had a light bulb replaced, noting this was the first repair of any of the Parish Council's lights in about five years.

e) Public benches

Mike Illsley has sanded and re-oiled the Gill Mawson bench situated next to the War Memorial.

The Council thanked both Mr Illsley and Cllr Sedgwick (transport of said bench to a workshop) for their work and time.

**74/2020 Items to be included by Clerk in press release**

There were none.

**75/2020 Date, time and venue next monthly Parish Council meeting**

**Resolved**

The next Full Council meeting to be at 7.30pm, 28<sup>th</sup> January 2021.

The next Recreation Committee meeting to be 25<sup>th</sup> February 2020, to be confirmed outside this meeting.

The meeting closed at 21.09pm.

The Chairman thanked Councillors for their time and wished everyone a good Christmas / holiday, and looked forward to the New Year.

**Signed** .....

**Dated** .....



**Finances November 2020**

**Bank Balances, including receipts**

Current Account at 15.11.20		300.00
Business Reserve A/c at 15.11.20		<u>42,334.88</u>
		42,634.88

Receipts 15 October to 15 November 2020	<u>92.61</u>	
Interest (30 Oct 2020)	0.36	
Scottish Power: FiT payment	32.25	
Caton Terriers	60.00	
Less: unpresented cheques at 15 Nov 2020	<u>-312.96</u>	<u>42,321.92</u>

**Commitments as at 15th November 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) (ye 2018 2225.70; ye 2019 2297.51)		2,380.29
Village Cricket & Sports Days surplus (2017-2019) for future events		346.22
Riverside Land fund (from lease income) £823 used as part payment for tree felling		
VE Day Commemoration Group re 75th anniversary		400.00
Pavilion hot water system upgrade		1,870.00
Rural Watch Scheme		200.00
Budget remaining as at report date	<u>3,623.39</u>	
	14,572.65	

**General Reserves at 26.11.20** 27,749.27