

Minutes
Burton in Lonsdale Parish Council
7.30pm Thursday 29th November 2018,
Village Hall, Burton in Lonsdale

Present: Cllrs. Handley, Salrein, Sedgwick, Shaw, Tate and Thompson (Chair).

Apologies: Cllr. Mason.

In attendance: the Clerk.

1 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.

2 Minutes and Matters Arising of Parish Council Meeting of 22nd October and Finance Committee meeting of 12th November 2018

Resolved

The Minutes of the above meetings were accepted as an accurate record, to be signed at the end of the meeting.

There were no matters arising.

3 Public Questions or Statements: There were none.

4 Reports

a) Police

The Clerk circulated an emailed report from PC McClurg: a total of 85 reports in Bentham, Burton and Ingleton were made during October/November period; everything from minor incidents to crime. There appeared to be none in Burton.

b) North Yorks County Councillor: no report.

Cllr. Salrein raised the matter of problems with parked cars, particularly at 'pinch' points at junctions on Chapel Lane, High Street, Manor Close and Duke Street.

Resolved

To request the police put advisory notes on the parked cars re parking near junctions.

Cllr. Salrein also reported vehicles continue to mount the pavement along the High Street in order to continue travelling forward, when meeting vehicles coming in the opposite direction. A short discussion concluded the temporary siting of plastic cones was effective, and occupied less space than permanent bollards that were proposed to and turned down by North Yorkshire Highways.

c) Craven District Councillors

Burton's Craven District Councillor Cllr Thompson reported the District Council's recent land purchase financed by borrowing from the Public Works Loan Board at an interest rate of below 2%. The land will be used to build affordable housing.

Planning Matters: Applications

2018/19895/HH: New window opening at first floor level on the front elevation and bi-fold door opening to the rear elevation, 17 High Street, Burton In Lonsdale, LA6 3JU.

Resolved There were no comments.

d) Clerk

YLCA: GDPR Security Policy re personal data breach incidents.

The Clerk circulated prior to this meeting a model policy sent out by YLCA

regarding data breach incidents. The model appeared to be comprehensive and clear.

Resolved To adopt the model policy as this council's policy.

Correspondence: no urgent items; periodicals are being circulated among the councillors. Remaining items circulated by email.

5 **Finance Matters**

a) Bank balances, including receipts since statement date

The Clerk circulated details of bank balances and commitments to councillors prior to the meeting (see appendix 1); the main figures were read to the meeting.

A question re the Commitments line "Lychgate" was explained; should the proposed Lychgate arrangement with the Harris Garth owner come to fruition, it may be possible to donate the £700 (£500 a grant from the Spooner Foundation)

b) Approval of payments of budgeted and non budgeted items

Resolved

To approve payments as per appendix; cheques to be signed after the meeting.

c) Finance Committee reports:

- half year accounts to 30th September 2018: report

The Chairman reported the Finance Committee found the half year accounts showed expenditure to be in line with the budget.

- proposed 2019-20 annual budget

The Finance Committee's recommended budget, total £16,736, was circulated to the full council prior to this meeting.

Resolved

To adopt the recommended budget, with no changes. Details in appendix 2.

- proposed 2019-20 precept; authorisation of signing of precept request form.

The Finance Committee recommended a precept of £17,000, an increase of 3.03% over the 2018-19 precept of £16,500.

Resolved

To request a precept of £17,000, and to authorise the signing of the precept request form by the Chairman and two other councillors, to be countersigned by the Clerk.

6 **Parish Councillor Reports**

a) Village Hall Committee

Cllr Salrein reported plans to enlarge the storage area and lavatory provision have been submitted to Craven District Council.

b) Bentham Common Lands Charity

Cllr. Thompson reported Burton Pals with Trowels have recently planted three saplings on the grass triangle on the cart track to the river. Clarification to be sought as to variety planted.

c) Woodland Trust

Cllr. Salrein reported she is in contact with the Woodland Trust representative, but did not elaborate.

d) Local Footpath Volunteers

Cllr. Thompson reported there has been no further activity; at least three stiles on Burton's footpaths now need urgent attention.

7 **Recreation Committee**

a) Grounds and Outdoor Equipment: inspection reports; maintenance

Cllr. Thompson reported the regular visual inspections continue; all appears to

be in order. Maintenance items are dealt with by Mike Illsley as and when they arise.

- b) Pavilion: report re bookings, maintenance, cleaning
Cllr Thompson reported 3 quotes for a CCTV system have been received, and proposed the Parish Council fund the cost from the pavilion's maintenance fund.

Resolved

The cost of the installation be funded from the maintenance fund; a final quote from a fourth supplier be obtained and circulated to councillors before making the final decision via consultative email (as next meeting not until end January 2019), to ensure installation as soon as possible.

8 Maintenance Reports

- a) Village Green, including War Memorial

The Christmas Tree has been re-installed, complete with lights, powered from a neighbouring house. This follows a short period at the end of October, when the tree was erected early, for various reasons unbeknown to the Parish Council, and removed to ensure the World War One Commemorations were unimpeded.

The Chairman suggested the brazier basket (weighing over 100kgs) be situated on the Village Green between the flagpole and the Green, ready for planting by the Burton Pals with Trowels group (and to be re-used as a brazier in future celebrations).

- b) Riverside Land

The Clerk reported the Craven District Council Trees Officer advised monitoring the ash trees' condition in the first instance; he will make a site visit soon, and again in May 2019 and advise further. He also mentioned the Woodland Trust ash die-back policy is to fell any trees near footpaths that are more than 40% affected by the disease. This has been done in the Mill Hill woods recently.

- c) Very Old and Separate Churchyard

The Chairman observed the area continues to look tidy and cared for, thanks to various interventions re grass cutting, etc.

- d) Street Lighting

The Chairman has not yet visited the 6 Duke Street residents to discuss the street lamp fixed to their house, and will endeavour to do so as soon as possible.

- e) Public benches: no report.

9 Items to be included by Clerk in press release

Cllr. Shaw requested the WW1 Commemoration events be reported and commented on as a unique and successful exercise in community involvement.

10 Date, time and venue next monthly Parish Council meeting

7.30pm, Thursday 24th January 2019.

Meeting closed at 8.16pm.

Signed

Dated

Appendix 1

November 2018

<u>Bank Balances, including receipts</u>			
Current Account at 15.11.18			300.00
Business Reserve A/c at 15.11.18			<u>38,117.51</u>
			38,417.51
Receipts		<u>2,275.32</u>	
		80.00	
HMRC VAT refund		2,188.88	
Interest		6.44	
Less: unrepresented cheques at 29.11.18 meeting		<u>824.00</u>	
			<u>37,593.51</u>
<u>Commitments as at 29th November 2018</u>			
Contingency Fund (raised to £5000 per resolution 12/11/18)		5,000.00	
Very Old and Separate Churchyard:			
Lych Gate Restoration (200 +500)		700.00	
Safety Notice, grass (106.75) & memorials (400) & 190		696.75	
Clerk's Retirement Gratuity provn (3% gross annual salary) at 11/17		2,225.69	
Community Orchard Project: remaining costs		1,212.50	
Budget remaining at 29.11.18		<u>4,476.22</u>	
		<u>14,311.16</u>	
			<u>23,282.35</u>
<u>General Reserves at 29.11.18</u>			
<u>Payments November 2018</u>		<u>VAT</u>	<u>Gross</u>
2261	C Edmondson re pavilion cleaning October R K & E Hunter and Son (gravel for Orchard area)		40.00 pd
2262		24.00	144.00
2263	S Gregory re dry ice for Match 10 Nov 18	10.67	64.00 pd
2264	Richard Simmonds re pavilion window cleaning Hunter Fabrications Ltd (brazier re WW1 Comms)		17.00
2265		95.00	570.00
2266	Burton in Lonsdale Village Shop Association Ltd re WW1 Comms	5.86	35.18
2267	Society of Local Council Clerks		76.00
2268	Yorkshire Water re supply 7 Aug - 8 Nov 2018		157.11
2269	S Gregory (Clerks salary, expenses Nov 2018)		188.93
2270	HMRC PAYE November 2018		39.80
2271	J Hartley & Sons October grass cutting	66.60	<u>399.60</u>
			1,731.62

Appendix 2

BUDGET	2018-19	2019-20
<u>Maintenance and renewals</u>		
Street lights power supply	900	1,000
Street Lights (year 1 of maintenance cycle)	100	100
Street Lights: Renewals/loan repayments	1,965	1,926
Seat Maintenance	300	300
Street maintenance, Notice Boards	200	200
Lot 4 Grass cuts Village Green, path to VOSCY Lot 5 Grass cuts Riverside Land	750	750
Trees Riverside Land, VOSCY & VG	1,000	1,000
Xmas Tree for Village Green (250), power (75)	250	300
Village Green misc inc War memorial		0
VOSCY grass cuts	150	150
VOSCY: trees, memorials, misc maintenance		
Grass cut: path verges to Recreation Field		
S/137 donations to village organisations, incl. Shop	250	250
Donations other than s137: BRG (LGA 1976 (Misc Provisions))	750	500
	6,615	6,476
<u>Recreation Field</u>		
Pavilion water, electric	400	400
Sports Pavilion capital purchases		0
Pavilion maintenance (LGA 1976 Misc Provisions)	1,000	1,500
Equipment inspection; maintenance	250	400
Recreation Field (excl. Pavilion) maintenance: bollards (75), wall repairs (200)	200	200
Grass Cuts: Football pitch, & surround (April-October) Grass Cuts: play area Grass Cuts: Pavilion, path, gate, road verge	1,500	1,400
	3,350	3,900
<u>Administration</u>		
Transparency Code compliance expenses	100	100
Annual Audit (external & internal)	400	500
Training fees	100	100
Travel	200	100
Communications: telephone, internet, email	200	200
Sports Pavilion website (pa £72); name (every 2 yrs)	80	0
Print, postage	300	300
Subscriptions	320	320
Insurance (including pavilion)	1,250	1,500
Hire of Village Hall (30 hours @ £8 / hr)	240	240
Elections	125	0
Sundries	100	100
Clerk's Salary 220hrs x £10.40/hr + ann. leave) net HMRC PAYE	2,400	2400

Clerks Use of home, heat, light, file storage: £371 p.a.	400	400
Clerk's Gratuity part, total payable upon retirement	100	100
Contingency Fund (currently at £2,000)		
	6,315	6360
TOTAL	16,280	16,736

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