

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm Thursday 26<sup>th</sup> January 2017**  
**Village Hall, Burton in Lonsdale**

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**Present:** Cllrs. Handley, Mason, Shaw, Tate and Thompson (Chairman and CDC Councillor); County Cllr. David Ireton; two police officers.

**In attendance:** the Clerk.

**Apologies:** Cllrs. Salrein and Sedgwick.

**1 Code of Conduct and Disclosable Pecuniary Interests**

To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items

There were no additional items to declare.

**2 Minutes of Parish Council Meeting of 24<sup>th</sup> November 2016**

**Resolved**

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

**3 Matters Arising from the above Minutes, if not on Agenda**

**Item 9b: Riverside Land** Cllr Mason reported the damaged verge has been levelled, but not yet re-seeded. Clerk to enquire when United Utilities plans to do re-seeding.

**River Greta, near Barnoldswick Lane:** Cllr Shaw reported several trees, fallen in the river due to bank erosion following heavy rain, were reported to the Environment Agency; the trees were cut into more manageable pieces, and have been left to drift downstream; no further action required.

**4 Public Questions or Statements: see attached conditions**

There were no questions or statements.

**5 Reports**

a) Police

PC Parsons reported January was a relatively quiet month for Burton; only three incidents reported. Commercial burglaries have occurred in Bentham.

Councillors informed the police officers that litter (mostly empty wine bottles) is appearing on a regular basis along Bentham Moor Road and may be of concern re drink drive laws.

The Chairman thanked the officers for coming to the meeting; the officers left the meeting.

b) North Yorks County Councillor

County Councillor Ireton reported:

- Council Tax increases: following his verbal consultation with this Parish Council at its last meeting, the government is now allowing consideration of a 3% annual increase in council tax over a two year period, as well as 2% annual increase over a three year period discussed previously. Cllr Ireton will be voting for the 2% increase over a three year period.
- Horton in Ribblesdale Primary School is likely to close in the near future, as very low pupil numbers.
- NYCC is now in its budget setting period and would welcome ideas from the public for creating income.

The Chairman informed the meeting that, following a resident's fall on an icy

road surface (Ireby Road), a request for a grit bin will be submitted to NYCC; the need will be assessed according to set criteria.

c) Craven District Councillors

District Councillor Thompson reported:

CDC meeting on 30<sup>th</sup> January will consider a proposal to introduce ‘co-mingling’ of recyclable household waste to reduce collection costs (i.e. putting paper, plastic, glass and cans in the same bin, for sorting at the collection facility); currently just types 1 and 2 plastics are collected. If a household does not have space for a large blue wheeled bin, the blue bags currently used for paper collection will continue in use.

**Resolved**

This parish council supports CDC Councillor Thompson efforts to get all plastic types collected.

**Planning Matters**

**Applications**

15/2016/17610: Tree works to 1 Tulip , 1 Sycamore: crown lift and reduce, Tatham House, Low Street, LA6 3LF: work already done

15/2016/17607: Conversion of attic including new dormer with flat roof and cement board finish; addition new window to gable; addition new balcony to rear at 1<sup>st</sup> floor level, Flat, 40 High Street, LA6 3JP

15/2016/17642: Demolition of existing single storey accommodation and construction of two storey extension with off-street parking provision. 5 Coronation Mt, Ireby Rd.

15/2016/17678: 3 apple trees prune for fruit production, remove canker, deadwood and thin, Donkin House, Leeming Lane.

15/2016/17569: LB consent for replacement of existing rear extension and remodelling/alterations to interior, 11 High Street.

15/2017/17719: LB works internal alterations; single storey rear extension; 1<sup>st</sup> floor side extension; removal of dormer, replacement with rooflights, external works. Tatham House, 1, Low St.

The above applications were discussed briefly.

**Resolved**

There were no comments on any of the above applications; Clerk to notify CDC Planning.

**Withdrawn Application Noted:**

**15/2016/17391**(Listed Building) application to replace all windows and fit double glazed UPVC Sash Windows, Frount Cottage, Duke Street, Burton in Lonsdale, LA6 3LG

**Planning Appeal** 15/2016/16790 Beeches and Sycamore Cottages, Barnoldswick Lane: ongoing as of 26 January 2017.

**Permissions Noted:**

15/2016/17509: construction of garage, Longber Barn, LA6 3LA

15/2016/17321: new summerhouse, Tatham House, Low St, LA6 3LF

15/2016/17344: LB consent replacement front door, Hollins House, Duke Street

15/2016/17607: conversion of attic, etc, 40 High St.

d) Clerk; YLCA

- The Clerk reported that the YLCA is consulting local branches about reducing the number of representatives on the YLCA’s Joint Executive Board; any comments should be sent direct to the YLCA.
- Correspondence  
Beacons to commemorate "The Battle's Over - A Nation's Tribute and WW1 Beacons of Light".

**Resolved**

The Parish Council will put forward its name to be included in the list of beacons; Mr Booth to be asked for permission to locate the beacon on Castle Hill.

**6 Finance Matters**

a) Bank balances, including receipts since statement date

The Clerk reported the bank balances as per the Appendix. There will be approximately £9,000 at year end uncommitted to a specific item. This is subject to change between now and year end at 31<sup>st</sup> March 2017.

b) Approval of payments of budgeted and non budgeted items

**Resolved**

To approve the payments as per the Appendix.

The Christmas Tree was a notable success in December, mainly due to new LED lights being used.

**Resolved**

To order a Christmas Tree and LED lights for December 2017.

It was further noted that Mr Gillibrand does not wish to be reimbursed for the electricity used for the lights; a letter of thanks to be sent to Mr. Gillibrand.

c) Pensions Act 2008: automatic enrolment; Clerk's gratuity and contractual commitment.

Extensive research has been conducted by both the Chairman and the Clerk. Under the Pensions regulator's Auto Enrolment scheme, the Parish Council is not obliged to register its current employee in a pension scheme, as the Clerk's circumstances fall outside the requirements. However, a Communities and Local Govt Letter of 14 December 2011 appears to be sufficient to maintain the status quo with regard to the council's current circumstances.

**Resolved**

- The current gratuity provision will continue; the November 2016 calculation is £2,156, based on 2014 YLCA formula, and will increase by 3.75% of the annual salary (rounded down to nearest £100), each year the current Clerk is employed by this Parish Council.
- This arrangement to be formalised as an amendment in the current contract of employment, noting the Clerk will be paid a gratuity on leaving the Parish Council's employment.
- The Parish Council acknowledges its duty as an employer: future clerks' circumstances / pension provision will be assessed on appointment as per Pensions Regulator's required on-going duties.

**7 Parish Councillor Reports**

Cllr Thompson reported on behalf of Cllr Salrein

- Overgrown ivy above the pavement at Ireby/Ingleton Road junction requires cutting back as it is obstructing the way. This will be dealt with shortly.
- The road surface leading off the Village Green on to the main road requires repair; Clerk to report to Highways.

Cllr Thompson continued:

- Local Green Spaces: CDC consultation. A letter from CDC indicated the Recreation Field is protected under different rules and that the Riverside Land does not qualify for inclusion under the current criteria. Cllr Thompson discussed at length with CDC Planning Policy Team the above, and further agreed the Very Old and Separate Churchyard would be included in the list, as the main churchyard is already included.

- a) Village Hall Committee: no report
- b) Bentham Common Lands Charity  
Cllr Thompson reported BCLC has held a meeting to appoint Trustees and to amend Charity Commission details; a secretary has been appointed. A further meeting will be held in the near future.
- c) Woodland Trust  
Cllr Thompson reported a Woodland Trust representative made a site visit in December 2016; the footpath between Greeta House and Clifford Gill requires repair (diverting small stream to side of path).
- d) Local Footpath Volunteers  
Cllr Thompson reported four volunteers have agreed with NYCC Countryside Services to do footpath maintenance/repair work in the locale (Burton, Bentham, Ingleton). This work can be done under the Parish Council's auspices. Materials will be supplied by NYCC; small tools will be supplied by volunteers; if larger tools required, NYCC may assist purchase.

**Resolved**

The Parish Council agrees the Local Footpath Volunteers will work under this Parish Council's remit.

Cllr Thompson to sign the contract on behalf of the Parish Council and give a copy to the Clerk for the Council's records.

The first project will be work to Footpath 7 (High Street to Barnoldswick Lane, across the Frount), to re-instate safe steps to/from Bogg Beck bridge.

It was noted the gabions (stone filled wire cages) used to reinforce the west bank downstream from Bogg Beck bridge washed away some time ago; they require replacement to avoid the ground under the bridge also being washed away. Cllr Thompson will make inspection.

**8 Recreation Committee**

- a) Play Area inspection reports  
Nothing to report; infant swing seats material appear to be developing cracks; this will now be monitored regularly, as a matter of course, with a view to replacing the seats at an unspecified future date.
  - b) Pavilion: bookings, maintenance, including cleaning  
Bookings are continuing; the social room carpet was cleaned, and may need a further cleaning, as some mud stains have proven to be stubborn to remove.
  - c) Child Protection Policy: annual review  
The policy was reviewed; some minor changes in wording, to incorporate current terminology, are proposed.
- Resolved**  
To adopt the revised Child Protection Policy; Cllr Thompson signed and dated on behalf of the Parish Council.

**9 Maintenance Reports**

- a) Village Green, including War Memorial  
Cllr Handley recommended inspection/minor cleaning of War Memorial in time for 2018 Commemoration.  
**Resolved**  
To inspect the War Memorial and clean if necessary at a future date (before November 2018)
- b) Riverside Land: annual tree inspection.  
Local resident S Hastie has agreed to assist with visual inspection; any trees

giving concern will require a specialist's opinion.

**Resolved**

To photograph at regular intervals the area, to record outward appearance, and maintain a digital record of the photographs.

c) Very Old and Separate Churchyard

Several headstones have been straightened. It was noted permission should have been sought from the Church beforehand.

The removal of a self-seeded three stemmed ash tree growing directly next to a headstone is now sought.

A survey of the closed Churchyard has been completed by the Ingleborough Archaeology Group, available on the Group's website at:

<http://www.ingleborougharchaeologygroup.org.uk/BiLhome.html> .

d) Street Lighting No report.

e) Public benches: no report; noted some work required during 2017.

f) Public Footpaths: see Local Footpath Volunteers report above.

**10 Items to be included by Clerk in press release** None noted.

**11 Date, time and venue next monthly Parish Council meeting**

Draft schedule meeting dates 2017-18 were not discussed.

Next meeting to be 23<sup>rd</sup> February 2017, 7.30pm in the Village Hall.

Meeting closed at 9pm.

**Signed**.....

**Dated**.....

**Appendix****Bank Balances, Commitments, & Payments January 2017****Bank Balances, including receipts**

Current Account at 15.01.17	300.00
Business Reserve A/c at 15.01.17	26,862.33
	<u>27,162.33</u>
Less unrepresented cheques at 15.01.17	-20.00
receipts for Dec 2016 and Jan 2017 included:	
Interest (Dec & Jan)	0.67
Rec Field and Pavilion Bookings (Dec & Jan)	262.00
Heritage Group	900.00
	<u>27,142.33</u>

**Commitments as at 26 January 2017**

Contingency Fund	2,000.00
Very Old and Separate Churchyard:	
Lych Gate Restoration (200 +500)	700.00
Safety Notice, grass (150, 220.25) & memorials (850) & 190	960.25
Clerk's Retirement Gratuity provn YLCA re-calc at 11/16 (£308 not reallocated)	2,156.00
Sports Pavilion Maintenance Fund (£1,000 pa, Minute 7e 28 Nov 2013, £644.25 insurance)	1,957.00
Budget remaining inc Nov. payments (net of VAT)	10,288.72
	<u>18,061.97</u>

**Payments December 2016**

2061 A Easterby re Chapel Lane banking clearance	28.00
2062 Post Office (re final EOn bill)	
2063 C Edmondson re cleaning Pavilion (7 hours, Nov, Dec)	70.00
2064 CDC re Lottery Licence 2017	20.00
2065 Gregory & Co ( broadband/email Dec qtr)	36.00
2066 S Gregory (Clerks salary Dec 2016)	155.01

**Payments January 2017**

2067 HMRC re PAYE Dec 2016	38.16
2017 <b>CANX not presented</b>	
2067 HMRC re PAYE Dec 2016	38.16
2068 G V Highton (Village Green Xmas Tree)	208.00
2069 Able Memorial Limited re VOSCY works	540.00
2070 M Biles re VOSCY grass maint expenses 2016 season	129.75
2071 S Gregory: salary, expenses, petty cash	372.18
2072 HMRC re PAYE Jan 2017	38.94
2073 C Edmondson % hrs cleaning, pavilion, Jan 2017)	50.00
Extra Energy direct debit 2.2.17	21.36
	<u>1,745.56</u>