

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm Thursday 28<sup>th</sup> March 2019**  
**Village Hall, Burton in Lonsdale**

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

**Apologies:** Councillors. Salrein, Sedgwick, and Shaw

**In attendance:** the Clerk.

**1 Code of Conduct & Recording of Disclosable Pecuniary Interests**

To record Councillor's Disclosable Pecuniary Interests relating to this Agenda and any changes since previous disclosure to Craven District Council  
No interests to record.

**2 Minutes and Matters Arising of Parish Council Meeting of 28<sup>th</sup> February 2019**

**Resolved**

The 28 February 2019 meeting Minutes were accepted as an accurate record, to be signed at the end of the meeting.

**Matters Arising**

- Proposal to install a community defibrillator at Pavilion: report  
No response from West Yorkshire Ambulance enquiry. Cllr. Thompson to progress with West Yorkshire Ambulance.
- On street car parking Chapel Lane, Duke Street, Manor Close.  
Cllr. Thompson reported that, despite police letter, parking continues to be a problem in these areas, close to junctions.  
**Resolved** To obtain a copy of the police letter to put on the Parish Council's notice board and re-issue to vehicles.
- Longber Footpath: Clerk circulated map of footpath location, with diversion, after last meeting; Cllr. Thompson has not yet had opportunity to inspect the footpath or discuss with landowner and will endeavour to do so very shortly.

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

There were none.

**4 Reports**

- a) Police: see Matters Arising.
- b) North Yorkshire County Councillor  
Cllr Ireton reported the 2019-20 Council Tax levels have been published; the calculation of the NYCC Adult Social Care figure is unclear.
  - Vehicle Activated Signs (VAS) progress report  
Cllr. Ireton reported the new VAS scheme has gone through Committee and is now awaiting formal adoption. NYCC advice is required for VAS erected on public highways/public land.  
**Resolved**  
To approach NYCC Highways to review potential VAS locations for discussion with parish councillors.
  - Leeming/Chapel Lane junction request for safety mirror: report  
Cllr Thompson reported the request has been turned down because:
    - i) there have been no recorded injury incidents in the last 20 years
    - ii) the junction is within the 20mph zone

- iii) NYCC does not permit mirrors on the public highway unless certain criteria are met (see <https://www.northyorks.gov.uk/road-signs-markings-and-bollards>)
- iv) Additional junction warning signs in built up areas not encouraged, as could lead to proliferation of signs.  
No further action to be taken.

c) Craven District Councillors

Cllr Thompson reported all District Councillors are now in purdah, pending the local council elections in May.

The (hopefully) final public consultation regarding the proposed Local Plan finishes 1<sup>st</sup> April; formal adoption should be in June 2019.

Planning Matters: no planning applications have been received for consideration.

d) Clerk, including YLCA and Correspondence

- IOC registration confirmation: noted
- Rural Services Network call on Government for a Rural Strategy: invitation to join campaign: the Chairman encouraged councillors and residents to participate individually.
- Computer & online security awareness session: date requested is awaiting confirmation.

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); the main figures were read to the meeting.

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) Year End Accounts: audit dates and arrangements

Clerk confirmed the internal audit will be 12<sup>th</sup> May; instructions for the external audit have arrived and have been circulated to the Finance Committee.

Key Date: submission of accounts and accompanying paperwork for external audit is 1<sup>st</sup> July 2019.

d) Adoption of village events for insurance purposes

Clerk has received confirmation from the council's insurers that the Village Fun Run, Cricket Match and Burton Bash events can be insured providing the Council is the organiser.

**Resolved**

To officially adopt the three events, and to appoint the members of the Recreation Field Committee as responsible members overseeing the events:

Village Fun Run: Ian Thompson; Village Cricket Match: Mike Illsley

Burton Bash: Ian Parker

To email the above re appointment as responsible person, with copy of insurer's email confirmation.

6 Council Meeting Dates for 2019-20; next council meeting

A proposed amended agenda was circulated prior to the meeting.

**Resolved**

To circulate councillors with proposed meetings schedule for 2019-20, requesting responses by end 5<sup>th</sup> April 2019, in order to activate the schedule.

Next full council meeting date to be decided, pending councillor's responses.

- 7 **Annual Parish Meeting**: time, date, agenda, publicity  
**Resolved**  
To hold the Annual Parish Meeting on Thursday 25<sup>th</sup> April 2019, starting at 7.30pm.  
The agenda to be similar to that of 2018.
- 8 **Parish Councillor Reports**
- a) **Village Hall Committee**  
Cllr. Thompson reported there has been no further progress re the proposed extension.  
Residents encouraged to attend 30<sup>th</sup> March evening event.
  - b) **Bentham Common Lands Charity**  
Proposed meeting not held, due to one of the committee members being unwell.
  - c) **Woodland Trust**: nothing to report.
  - d) **Local Footpath Volunteers (LFV)**  
Meeting earlier this month between NYCC Countryside Access Services Manager and LFV. There will be a change in the way the work is done: the volunteers will sign individual contracts with NYCC, rather than the group. This will not affect what the LFV do. NYCC asking LFV to adopt areas: David Gibson has proposed Burton and surrounding area volunteers adopt five parishes: Bentham, Burton, Ingleton, Thornton and Clapham, a total of 144km of footpaths.  
Cllr Thompson confirmed landowners are responsible for the public rights of way on their land.  
The LFVs' main role is that of liaison with landowners.
- 9 **Recreation Committee**
- a) **Grounds & Outdoor Equipment**: inspection reports; maintenance  
The new CCTV system has been installed and commissioned. Two incidents have already been recorded.  
Equipment inspections continue; no maintenance issues to report.  
The main entrance gates will be re-painted in the coming weeks; each gate will be removed for cleaning and re-painting individually.
  - b) **Pavilion**: report re bookings, maintenance and cleaning  
The bookings are lower than previously; action plan for advertising is in progress, to encourage more bookings.  
Quotes for electrical work and cooker installation to be obtained.
- 10 **Maintenance Reports**
- a) **Village Green**, including War Memorial  
Cllr Thompson reported the proposal to put a path from the small gate to church grounds (east side of front of church) to main gate (west side of church), across the Village Green, in front of the War Memorial doesn't appear to have made any further progress.
  - b) **Riverside Land**  
Cllr. Mason reported big ruts in track outside no. 13 Greta Heath; also road surface at both road entrance and path to Greta Heath in need of repair.  
**Resolved**  
Clerk to write to United Utilities to request repairs are made to ruts and to NYCC Highways requesting road surface be repaired..
  - c) **Very Old and Separate Churchyard**  
Cllr. Thompson reported work has started on removing a coppiced ash tree in the north east corner, next to the wall.

The Clerk reported grass cutting by volunteer(s) are not starting until late May, and has requested the contractor to add one cut of the area to his schedule between now and May.

- d) Street Lighting: nothing to report.
- e) Public benches nothing to report.

**11 Items to be included by Clerk in press release**

To announce the Annual Parish Meeting date of 25<sup>th</sup> April 2019.

Meeting closed at 8.36pm.

**Signed** .....

**Date** .....

\_\_\_\_\_

DRAFT

AppendixMarch 2019Bank Balances, including receipts

Current Account at 15.03.19		300.00
Business Reserve A/c at 15.03.19		<u>34,955.11</u>
		35,255.11
Receipts	<u>35.46</u>	
Interest (1 month)	5.46	
Wray FC	30.00	
Less: unrepresented cheques at 28.03.19 meeting	<u>581.93</u>	<u><b>34,673.18</b></u>

Commitments as at 28th March 2019

Contingency Fund (raised to £5,000 per resolution 12/11/18)	5,000.00	
Very Old and Separate Churchyard:		
Lych Gate Restoration (200)	200.00	
Safety Notice, grass (106.75), memorials (400) & 190	696.75	
Clerk's Retirement Gratuity provn (3% gross annual salary) at ye 2019 (ye 2018 £2225.70)	2,297.51	
Community Orchard Project: remaining costs	1,092.50	
Pavilion cooker installation	500.00	
Budget remaining at 28.02.19	<u>1,559.82</u>	
	<b>11,346.58</b>	
		<u><u><b>23,326.60</b></u></u>

**General Reserves at 28.03.19**Payments March 2019

	<u>Gross</u>
2298 Burton in Lonsdale Village Hall Committee hire 6 months	44.00
2299 YLCA annual membership 2019-20	207.00
2300 G Highton re Xmas tree & Lights 2018	208.00
2301 M Illsley re maintenance items	25.70
2302 Gregory & Co. Re broadband service March quarter	42.00
2303 S Gregory, Mar Salary and expenses	422.28
2304 HMRC PAYE Feb, Mar 2019	79.60
2305 SmartSignal re CCTV upgrade	1390.00
2306 C Edmondson pavilion cleaning March 2019	30.00
	<u>2,448.58</u>