

Minutes
Burton-in-Lonsdale Parish Council
Annual Meeting and Ordinary Meeting, starting at
7.30pm Thursday 25th May 2017
Village Hall, Burton in Lonsdale

Present: Cllrs. Mason, Salrein, Sedgwick, Shaw, and Thompson (Chair); County Cllr. David Ireton; District Councillor Linda Brockbank; thirteen members of the public.

Apologies: Cllrs Stuart Handley and Denis Tate.

In attendance: the Clerk

1 Code of Conduct and Disclosable Pecuniary Interests

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

None were recorded in addition to those previously declared.

2 Election of Chairman and Vice Chairman for the year 2017 - 2018; handover of the Chair to the new Chairman, signing of Declarations of Acceptance of Office by Chairman and Vice Chairman

Resolved

Councillor Thompson be elected as Chairman for the year 2017-18; to postpone election of the Vice Chairman until the June meeting.

The Declaration of Acceptance of Office was signed.

3 Recreation Field Committee 2017-18 – appointment of 3 members

Resolved

Councillors Mason, Sedgwick and Thompson be re-elected to the Recreation Committee; to confirm with non council members Ian Parker and Mike Illesley they wish to continue as committee members.

Chairman Cllr Thompson explained to the public that non-council members may serve on committees specified by the Parish Council, and welcomed additional involvement in council activities by non-council members.

4 Election of Parish Council Representatives to Outside Bodies for year 2017-2018 (not necessarily from within the Parish Council):

- Village Hall Committee - 2 representatives

Resolved

Cllrs. Salrein and Thompson to continue as council representatives

- Joint Footpaths Committee - 2 representatives

It was noted this Committee no longer exists and has been replaced by the NYCC Countryside Access Service which uses volunteers, coordinated by an NYCC Ranger.

- Burton Community Sports - 2 representatives

It was noted that since Ian Parker, as Chair of Burton Community Sports, also serves on the Recreation Committee, this would be sufficient representation.

- Woodland Trust - 1 representative

Resolved

Cllr. Thompson to continue as the council's representative to the Woodland Trust.

- Yorkshire Local Councils Association - 2 representatives
Resolved
The Clerk, to be the council's representative to the YLCA.
- NYCC Emergency Committee - 1 representative
Resolved
To ask both Cllr Handley and Andy Ive if they are happy to continue to represent the Parish Council on the NYCC Emergency Committee.
- Bentham Common Lands Charity 2017 - 2018 – 1 representative
Resolved
Cllr Thompson to continue as council representative to BCLC.
- Any other bodies requesting representation from the Parish Council
There were none.

5 **Finance Matters**

- a) Annual Accounts year ended 31st March 2017: audit and Annual Return procedures
The Chairman explained to the meeting that internal and external audits are undertaken every year; the following items are as a result of the internal audit, and a review conducted by the Finance Committee (see Minutes of 18th May 2017, pages 150-151; the Annual Receipts and Payments Accounts and Reconciliation are to be found in Appendix 1.
- Annual Governance Review of internal controls and their effectiveness
Resolved
The Council confirms the internal controls and their effectiveness have been reviewed and found to be satisfactory on all counts.
 - Annual Governance Statement: approval
Resolved
The council approves the Annual Governance Statement for 2016/17 and authorises the Chairman and Clerk/RFO to sign the Annual Governance Statement for year ended 31st March 2017.
 - Accounting Statements year ended 31st March 2017: consideration and approval
Resolved
The Accounting Statements and explanations were approved.
 - Annual Return Signing of Accounting Statements
Resolved
The Annual return to be signed after the meeting.
 - Public Rights: inspection Monday 26th June to Friday 4th August 2017 (30 working days)
Resolved
The accounts and supporting documents to be available for inspection between Monday 26th June and Friday 4th August; appointments to be made through the Clerk.
- b) Appointment of Internal Auditor for year 2017-18
Resolved
To appoint Yorkshire Internal Audit Services as Internal Auditor for the year 2017-18.

- c) Annual Risk Assessment for the year to 31st March 2017 Review: adoption with/out amendments to previous assessment
The Chairman told the meeting of two minor adjustments to be made:
Financial Risks: the cheque signatories to be any two councillors (previously authorised Finance Committee members)
Physical Risks: to make the risk of broken glass uniform across all risks and adjust to Medium.
These will be circulated to all councillors after this meeting, for final approval at the June meeting.
- d) Appointment of internal Finance Committee for year 2017-18
Resolved
Councillors Handley, Shaw and Thompson be appointed as the Finance Committee for 2017-18.
- e) Annual Insurance policy renewal
Resolved
To continue annual insurance with Came & Company for a further year 2017-2018.
- f) Bank balances, including receipts since statement date
The Clerk circulated prior to the meeting the financial statement as at 24th May, which incorporates recommendations made by the Finance Committee (Minutes 18th May 2017, item 2, page 151), see Appendix 2.
- g) Payments of budgeted and non budgeted items May 2017
Resolved
To make the payments as per Appendix 2.

6 Tau Solar Ltd funding offer

Discussion re potential projects; and decision re which projects to forward for consideration

The Chairman opened the discussion explaining that the company which had installed the solar Farm at Ravens Close Brow, Tau Solar Ltd, has expressed an interest in supporting a village project or several smaller projects. Tau Solar said: *“Ideally we like to link the fund to renewable or efficiency solutions, but if the village has any other priority please let us know what and the cost...”*. Up to £30,000 may be available. The Chairman then invited proposals from the floor.

The following proposals were presented:

- Burton Pals with Trowels: a Community Orchard with a path from Burton Bridge to the areas next to the Cart Track to the river (and possibly onward to opposite the Recreation Field)
- Village Shop Committee: energy efficient lighting and fridge/freezer(s)
- Acquisition of Castle Hill for the village
- All Saints Parochial Church Council: new heating system for the church
- Village Hall: solar pv panels for power generation
- Parish Council’s Recreation Field Committee: solar pv panels for the pavilion; new play equipment to replace the old wooden equipment, trim/exercise trail, a fence around the car park area (for child safety)

The Chairman thanked everyone for their suggestions and asked the meeting what should be done next. The timeframe for submissions is unclear, but the Parish Council assumes suggestions should be submitted sooner rather than later. The community should decide the proposals’ value to the community, demonstrating

commitment to carrying through the ideas to fruition.

David Taylor commented that there may not have been enough publicity in the village to involve more people and suggested the village magazine, the *Burtonian*, due to be published on 1st June, could be used to publicise the funding offer. The Chairman explained that the imminent *Burtonian* deadline was understood to be before this meeting; David Taylor advised a space has been held for an item about the subject, but he would need to know by midday 26th May.

Resolved

- The Chairman, Cllr Thompson, to liaise with Tau Solar Ltd (Alexander Miejimolle) to get a better idea of time scales, etc.
- To put an item in the June issue of the *Burtonian*, delivered to every household in the Parish. To be discussed after this meeting.
- To invite submissions to be made at the next Parish Council meeting on Thursday 22nd June; the submissions to include a project briefing and costings.

The Chairman thanked everyone for their contributions and looks forward to seeing everyone at the next meeting.

7 North Yorkshire County Council

Consultation: Highways Permit Scheme: discussion postponed until July meeting.
County Councillor David Ireton informed the meeting:

- The annual meeting of North Yorkshire County Council took place last Wednesday; the council's work continues, alongside the general Election activities.
- The NYCC Locality Fund may be a source of funding for the picnic benches proposed by Burton Pals with Trowels, for the Community Orchard; he would support an application if the project goes forward.

8 Craven District Council

Cllr Linda Brockbank reported:

- The new Ward Members Grant Scheme where community members can make informal approaches for funding (between £100 and £1,000) should be adopted by Craven District Council at its next meeting.
- Bentham Community Library has re-located to Pioneer projects (formerly Looking Well), King Street, High Bentham. It is open now, and will be officially opened in July. It's free to join to borrow books, and there is computer access available.

Planning Applications (all for Burton in Lonsdale)

15/2017/17998: To convert part of existing garage into home office/study room; erect new timber garden shed, 25 Manor Close, LA6 3NE

15/2017/18006: Demolition of existing rear sunroom/conservatory; construction of new lean-to to garden room (rear single storey extension), Greta Cottage, 5 Leeming Lane, LA6 3LD

15/2017/18035: T1 ash: remove lower branches over road affecting BT utility wire and small crown lift to balance, Lane Head Cottage, 8 Chapel Lane, LA6 3JY

15/2017/18123, 18134 (LB): Removal existing dilapidated single storey outbuildings; replacement with single storey extension, The Cross, 3 High Street, LA6 3JU

15/2017/18130: Front porch, double storey side extension, single storey rear extension and internal alterations, Waterside House, High Street to New Rd,

Ingleton, Burton in Lonsdale, LA6 3NA

Permissions:

15/2017/17979: fell one hawthorn, Bull Farm, High St, LA6 3JU

The Clerk advised the incorrect application numbers were sent out in the agenda, which are now corrected as above.

Resolved

There were no comments made about the above applications; Clerk to inform Craven District Council.

Refusals

15/2017/17877: Punch Bowl, Low St: tree work refused; temporary TPO imposed. Councillors noted the application refusal and imposition of a temporary Tree Preservation Order. Councillors were concerned that a common willow tree should attract a TPO, already protected by the Conservation Area regulations. Also, there was concern that the council had not been formally informed of the temporary TPO, consultation for which it understands expires 28 days after 12th April (date of TPO). The meeting concurred.

Resolved

Clerk to write to Craven District Council to register concerns.

9 Bentham Library: relocation and further information

See Cllr Brockbank's report above.

10 Items to be included by Clerk in press release

To send a short item about the Tau Solar Ltd's offer to the local press, inviting residents to the next meeting.

11 Date, time and venue next monthly Parish Council meeting

7.30pm, Thursday 22nd June 2017, in the Village Hall.

The Chairman thanked everyone for attending the meeting, and looks forward to seeing everyone at the June meeting.

The meeting closed at 9.01pm.

Signed.....

Dated.....

Appendix 1

Receipts and Payments for the Year Ended 31st March 2017

year end <u>31.03.16</u>		year end <u>31.03.17</u>
	<u>Receipts</u>	
13,500.00	Precept	14,488.00
0.00	CDC grant	262.00
12.80	Bank Interest	8.85
300.00	Sundry Income	300.00
130,863.83	Grants/Donations	4,561.29
100.00	Hire Fees	1,431.00
791.92	Miscellaneous	0.00
<u>3,862.32</u>	VAT Received	<u>1,087.72</u>
<u>149,430.87</u>	Total Income	<u>22,138.86</u>
	<u>Payments</u>	
3,548.59	Administration	3,358.01
100.00	Section 137 Payments	0.00
634.68	Utilities excl Rec Field	794.02
4,043.96	Street Lights Maintenance	2,393.73
1,318.00	Maintenance	2,572.13
2,136.10	Rec Field committee	6,011.09
114,779.14	Sports Pavilion project	1,818.64
	Sports Pavilion: maintenance	532.18
272.00	Subscriptions	276.00
606.91	Insurances	892.01
437.00	Room Hire	101.50
470.00	Audit Fees	675.00
0.00	Donations	0.00
20.00	Sundries	61.92
0.00	Elections	0.00
0.00	Miscellaneous	0.00
100.00	Petty Cash	50.00
<u>1,559.99</u>	VAT Paid	<u>2,174.94</u>
<u>130,026.37</u>	Total Expenditure	<u>21,711.17</u>
	<u>Cumulative Fund Balance</u>	
1,893.89	Balance brought forward	21,298.40
0.01	Adjustment re ye 2015	
149,430.87	Add total receipts	22,138.86
<u>151,324.77</u>		<u>43,437.26</u>
<u>130,026.37</u>	Less total payments	<u>21,711.17</u>
<u>21,298.40</u>	Balance carried forward	<u>21,726.09</u>

Bank Accounts Reconciliation for period 1st April 2016 to 31st March 2017

Balance brought forward:

Current Account	1.4.16	300.00	
Business Reserve A/c	1.4.16	22,977.74	
O/S cheques	1.4.16	<u>-1,979.34</u>	21,298.40
Add: Receipts		<u>22,138.86</u>	22,138.86
			<u>43,437.26</u>
			<u>43,437.26</u>

Payments

April-June	6,155.97	
July - Sept	4,011.18	
Oct - Dec	6,051.22	
Jan - Mar	<u>5,492.80</u>	21,711.17

balance c/f 21,726.09

Bank Reconciliation at 31.03.17

Current Account	300.00
Business Reserve A/c @ 31.03.17	24,173.21
	<u>24,473.21</u>
O/S cheques at 31.03.17 inc March p'mts (nos. 2079-2094 incl)	<u>-2,747.12</u>
	<u><u>21,726.09</u></u>

Appendix 2

May 2017

Bank Balances, including receipts

Current Account at 15.05.17		300.00
Business Reserve A/c at 15.05.17		29,643.04
		<u>29,943.04</u>
Includes		
Receipts: Pavilion revenue for May	186.00	
Precept 1st tranche	8000.00	
Interest April 2017	0.18	
Less unrepresented cheques at 24.05.17		<u>-1,248.75</u>
		28,694.29

Commitments as at 25 May 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 11/14	2,156.00
Sports Pavilion Maintenance	1,000.00
Budget remaining inc May payments, excl Pavilion (net of VAT)	<u>12,136.89</u>
	18,953.14

General Reserves at 25.05.17 **9,741.15**

Payments for May 2017

D/D	Extra Energy Pavilion electricity 59 days 21.2 - 20.4.17	76.83
2099	J Hartley & Sons re grass cutting April	163.20
2100	C Edmondson: pavilion cleaning, April 2017	30.00
2101	M Illesley re materials for notice board repair	64.60
2102	Post Office (re Yorkshire Water, March to May 2017)	94.19
2103	Burton in Lonsdale Communication Group re website (FC budget minute Nov 2016, ltr April 2017)	100.00
2104	Yorkshire Internal Audit Services re annual internal audit	275.00
2105	S Gregory (clerk's salary May 2017)	155.01
2106	Post Office (re HMRC PAYE May 2017)	38.60
D/D	Extra Energy Pavilion electricity 30 days 21.4.17 to 20.05.17	27.83
2017	Came & Company re annual insurance premium	930.62
2018	C Edmondson: pavilion cleaning, May 2017	20.00
		<u>1,975.88</u>