

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm, Thursday 24<sup>th</sup> September, 2015**  
**Village Hall, Burton in Lonsdale**

**Present:** Cllrs. Handley, Mason, Salrein, Sedgwick, Shaw and Thompson, County Cllr Ireton, two members of public.

**In attendance:** the Clerk.

**Apologies:** Cllr. Chapman, PC Ridler

**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 declarations of interest.

**2 Minutes of Parish Council Meeting of 23 July and 20 August 2015**

The Minutes were circulated prior to the meeting; it was

**Resolved**

The Minutes of the Parish Council Meetings of 23<sup>rd</sup> July and 20<sup>th</sup> August 2015 are accepted as an accurate record, to be signed at the end of the meeting.

**3 Matters Arising from 23 July and 20<sup>th</sup> August 2015 Minutes, if not on Agenda**

No matters arising

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

A member of the public raised two items: vandalism on the Bowling Green and an unwelcome increase in dog fouling.

Vandalism: after discussion, it was concluded that, unless culprits are caught red-handed, there is little that can be done. The option of CCTV was mentioned, but thought to be onerous, as it would require monitoring.

Dog fouling: a disappointing and unwelcome increase in dog fouling has been noted over the last few weeks. After considerable discussion, it was

**Resolved**

To write an item for *The Burtonian*, emphasising positive aspects of pride of place, encouraging people to help keep the area 'special' by keeping it clean – includes litter-picking and dog owners cleaning up after their dogs and putting 'poop' bags in waste bins, not next to them.

**5 Reports**

a) Police

In PC Ridler's absence, the clerk reported on his behalf there had been no incidents in Burton in the last month and that patrols are planned on some days in the next month, re sheep theft. A newsletter was circulated prior to this meeting.

b) North Yorks County Councillor

Cllr. Ireton reported there has been considerable discussion re devolution, a report written and submitted; the outcome is awaited.

Congratulations were given to the team involved with the sports pavilion construction – a successful venture.

**Temporary Vehicle Activated Sign Initiative**

This relates to a police initiative to install a temporary automatic number plate recognition camera near the closed primary school to monitor vehicles going

in/out of the North Yorks county area, for crime prevention purposes.

**Resolved** no objection; Clerk to write to NYCC supporting proposal.

Temporary Vehicle Activated Signs to monitor traffic speeds.

The Chairman explained this is a Safer Craven Partnership initiative, where training is given to volunteers on how to use hand-held traffic speed monitors. Owners of vehicles observed exceeding the speed limit would be contacted to remind them to adhere to local speed limits. There was a detailed discussion which included options to change parking on the High Street to slow traffic; the conclusion was that the current street conditions were a natural traffic calming measure which successfully slows traffic to within the speed limit.

**Resolved** Not to take up the option of TVAS training at this time.

The matter of the post-mounted (un-manned) TVAS was not discussed.

c) Craven District Councillors

Planning Matters: applications, decisions

The following results were noted:

- Appeal 15/2014/15219 and 15220: Longber Barn, Longber Lane: dismissed.
- Decision 08/2015/15987: Construction 4 bed dwelling, Land at end of Manor Close: approved

The following application was discussed:

- 15/2015/16164: Alterations To And Regularisation Of Unauthorized Works To The Existing Detached Garage To Lower Greta Bank, Burton In Lonsdale

Cllr Shaw highlighted the implications regarding movement of building materials to and from the site, mentioning the previous construction on this site necessitated moving materials to site with a vehicle wider than the lane, resulting in road surface damage and inconvenience to residents nearby (road surface made good by applicant at later date). Cllr Mason proposed and it was

**Resolved** To inform Craven District Council of concerns.

Parishes Liaison Meeting

The Chairman reported his attendance, as parish councillor, at the previous evening's Parishes Liaison meeting, at which devolution was discussed:

Craven may be part of five different parts of devolution. Also of interest: NYCC will be developing a website for all 756 parishes in the NYCC area; this will not be 'live' until sometime during 2016.

d) Clerk

YLCA: no specific points; however, see Transparency Code item below.

Correspondence: no urgent items.

Transparency Code: action points

The Chairman explained the Transparency Code for Smaller Councils became mandatory on 1<sup>st</sup> April 2015 and requires smaller authorities (including local councils) with an annual turnover not exceeding £25,000 (defined as the higher of an authority's gross income for the year and its gross expenditure for the year) to publish certain information online. As many smaller authorities do not have websites or own the IT equipment to upload information online, the Government has created a Smaller Authorities

Transparency Fund to which those authorities can apply for funding to cover some of the costs of becoming compliant with the Code. If your council has a turnover greater than £25,000 it cannot apply to the fund.

Although this council has exceeded the £25,000 annual turnover in the current year, it is the exception rather than the rule; therefore it is proposed and

**Resolved:** to make an application to fund the creation of a parish council website for the purpose of publishing agendas, minutes and financial information through the YLCA; closing date 14<sup>th</sup> October 2015.

## 6 Finance Matters

### a) Bank balances, including receipts since statement date

The Clerk circulated September's finance details (Appendix 1) to councillors.

The cash at bank balance is just over £14,000 and includes presented cheques re August payments; however, it was noted the most recent receipt of £13,113.83 from Burton Regeneration Group re the Sports Pavilion project should be added to that amount, giving £28,057.20 total cash.

### b) Annual External Audit

The Clerk has received the external audit report; it will be discussed at the next Finance Committee meeting, scheduled within the next three weeks.

### c) Banking: authorisation for on-line access to read balances.

The Chairman requested councillors' authority to make enquiries as to what the council's bank can offer by way of secure online payments etc., starting with, but not limited to, the Parish Council's current bank.

**Resolved** Cllr Thompson to make enquiries and report to next meeting what is available.

### d) Payments of budgeted and non budgeted items

**Resolved**

To approve the August and September payments prepared by the Clerk, as per Appendix 1.

## 7 Parish Councillor Reports

### a) Village Hall Committee

Cllr Salrein reported there are now lapel microphones available to use instead of the table top microphones; the new windows recently inserted in the interior doors were done for safety reasons, although outside the committee's remit.

### b) Bentham Common Lands Charity: no report. However, the Clerk noted there appears to be a small collapse in the retaining wall at the small footbridge over Clifford Gill on the BCLC/WT boundary with Clifford Wood; Chairman to investigate.

### c) Woodland Trust: No report.

### d) Joint Access and Rights of Way Committee

The Chairman reported the JARW committee meeting has been postponed until December, awaiting resolution of NYCC Rights of Way staffing, following a reorganisation. In the meantime, a volunteer working party will be doing improvement works at Bogg Beck footpath next week.

## 8 Sports Pavilion

Progress Report; committee structure, rules and areas of responsibility re future management.

The pavilion build is now complete; a carpet was laid in the Social Room last Monday and floor coverings will be put in the kitchen and toilet areas in time for the official opening on 10<sup>th</sup> October 2015, at 12.30pm. It will be attended by both the local MP and the Chairman of Craven District Council, Robert Mason. A Football Association representative has also been invited.

The Football Foundation has inspected the building, and recorded its findings; a report will be copied to the council/BRG shortly. Again, the group managing the project were complimented on both the standard and price at which project was achieved.

The Parish Council previously agreed it would remain responsible for the operation of the pavilion through the Parish Council's Recreation Committee (Minute Item 3,4th November 2013, Finance Committee: *"to include annual amount of £1,000 to build a maintenance fund for the new pavilion, recognising the Parish Council's maintenance responsibilities for the new pavilion once it is built. This will start in the financial year 2014-15 and continue until further notice."*). No further terms of reference were made at this point.

## 9 Maintenance Reports

### a) Village Green, including War Memorial

Cllr Handley reported (*couldn't hear Stuart – he mumbled!*)

Cllr Shaw wished it to be recorded how attractive the planting around the Village Green benches is, and to thank the group *Burton Pals with Trowels* for their hard work.

Cllr Salrein mentioned her concern regarding the height of the yew trees outside the north side of the church; it was agreed this is a matter for the church's PCC.

### b) Recreation Field: Play Area, etc

The Chairman reported the annual play equipment inspection made two recommendations: to replace a piece of worn chain (supplied by Wicksteed free of charge and work done) and to continue to monitor the slowly degrading wooden frames for the swings.

The Chairman also reported an inspection by the Council's insurer, which was primarily for the new sports pavilion, but also included the play area.

The inspection highlighted the necessity of reviewing the current building value insured, as it is recommended the value should included the cost of demolition and site clearance and architect fees in the event of fire damage, etc. This item to be discussed by the Finance Committee at its next meeting, along with the list of items insured.

The Council is strongly advised to make a written record of the weekly visual inspections as proof of conducting inspections, should a claim against the Council arise in future.

### c) Riverside Land

Cllr Thompson to contact Ben Myerscough re spraying Japanese knotweed and Himalayan Balsam.

Clerk to arrange end of season tree inspection.

### d) Very Old and Separate Churchyard

Cllr Sedgwick reported Mr Biles has completed the grass strimming.

### e) Street Lighting

The street lights managed by NYCC (Greta Heath, Brooklands and Manor Close) now on energy saving scheme, and go out between midnight and 5am (with one or two exceptions). There have been some complaints from residents who feel it is not safe for pedestrians, and detracts from local security. In the

light of this it was

**Resolved** to leave Parish Council managed lights on the dusk to dawn regime in the interests of pedestrian safety and property security.

f) Public benches

An inspection of all the benches is due; the play area benches will be re-painted during 2016.

g) Grass Cutting: public areas review

The areas no longer maintained by NYCC will now be monitored by the Parish Council.

Cllr Shaw expressed appreciation to the person(s) unknown who cut the grass at the Barnoldswick Lane entrance from the Ingleton Road (A687).

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

**Resolved**

To include the Sports Pavilion official opening ceremony on 10<sup>th</sup> October 2015 and appreciation of the effort put into maintaining the village appearance, welcoming any help anyone can give, eg litter picks.

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

7.30pm, Thursday 22<sup>nd</sup> October 2015, Village Hall.

**The meeting closed at 9.01pm**

**Signed** .....

**Dated** .....

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**Bank Balances, Commitments, & Payments as at 15th September 2015**

**Bank Balances, including receipts**

NatWest Current Account at 15.09.15	300.00
NatWest Business Reserve A/c at 15.09.15	14,650.05
Receipts: Interest	1.11
Less unrepresented cheques	<u>-6.68</u>
	<b>14,943.37</b>
18.09.15 BRG cheque banked	13,113.83
	<u>28,057.20</u>

**Commitments at September 2015**

Contingency Fund	2,000.00
Very Old and Separate Churchyard:	
Lych Gate Restoration (200 +500)	700.00
Safety Notice, grass (150, 350) & memorials (850) & 190	1,540.00
Clerk's Retirement Gratuity provn YLCA re-calc at 11/14 (£564 not	
reallocated)	1,898.00
Village Transport Needs Survey NYCC grant money remainder	
Sports Pavilion Maintenance Fund (£1,000 pa, Minute 7e 28 Nov	
2013)	1,000.00
Sundries (from 2009/10, 2010/11)	0.00
Budget remaining inc August payments (net of VAT)	10,100.00
Firework Event	0.00
Additional precept/council grant (23 May 2013 minute 6a, g)	
	<u>17,238.00</u>

chq no **Parish Council - Payments August 2015**

1940	GB Building 6th stage payment sports pavilion	18,701.33
1941	I R Thompson re paint for sports pavilion	59.56
1942	Horton Landscaping Ltd	528.00
1943	Broker Network Ltd re pavilion cover	198.43
1944	S Gregory (salary £150.18, August)	150.18
		<u>19,637.50</u>

chq no **Parish Council - Payments September 2015**

1945	Hunter Fabrications Ltd (pavilion railings painting)	420.00
1946	GB Building final payment sports pavilion	9,896.18
1947	I R Thompson (materials re painting pavilion)	8.81
1948	ICON (pavilion building lottery funding sign)	82.50
1949	Wicksteed Leisure Ltd (annual inspection)	85.20
1950	Horton Landscaping Ltd (August grass cutting)	372.00
1951	Post Office re water supply 14/5 - 27/8/15	20.78
1952	Gregory & Co (broadband service 3 months @£12/month)	36.00
1953	S Gregory (Clerk's Salary, Telephone, Use of Home)	371.44
1954	PKF Littlejohn (annual external audit 2015 accts)	240.00
		<u>11,532.91</u>