

Minutes
Burton in Lonsdale Parish Council Meeting
7.30pm Thursday 22nd March 2018
Village Hall, Burton in Lonsdale

Present: Councillors Handley, Mason, Salrein, Shaw, Tate and Thompson; District Cllr. Brockbank;
3 members of public.

In attendance: The Clerk

Apologies: Cllr Sedgwick, PC B Parsons

1 Code of Conduct and Disclosable Pecuniary Interests

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

There were none.

2 Minutes and Matters Arising: Council Meeting 22nd February 2018

Resolved

The Minutes of the above meeting 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: see attached conditions

- A member of the public drew the meeting's attention to tree damage in the community orchard area, west of the 'Cart Track', suggesting some work is required to make safe the remaining trees in the clump.

Resolved

Cllr Thompson and Mr Burns will examine the trees and do any necessary works.

- A car was noted parked in the pavilion car park at 1am on 22nd March with no obvious reason for being there.

Resolved

To send report to PC Parsons.

4 Reports

a) Police

PC Parsons submitted a report of incidents for the last four weeks, which included traffic and social matters. She also gave information as to related matters:

"You can also report safety issues under speed concerns on -

www.roadwise.co.uk.

If anyone would like to sign up to Craven Community messaging then please visit - www.northyorkshirecommunitymessaging.org

If you need help, call North Yorkshire Police on 999 in an emergency or 101 for non-emergencies."

b) North Yorks County Councillor: no report.

c) Craven District Councillors

Cllr Brockbank reported a District Council crackdown on dog fouling, where patrols are sent out very early or late in the day to catch offenders. If there are problem areas in Burton, please inform Craven District Council Dog Warden or Environmental Services to get the area included in the patrol area.

Planning Matters

- i) Brownfield Land Register sites: RT Primary School site
(www.cravencd.gov.uk/planning/brownfield-land-register/)

Cllr Thompson explained the school site is included in the Local Plan's list of development sites, and will now be included as the only site in Burton in the national Brownfield Land Register, as it is land which fulfils the criteria:

- The site needs to meet the definition of **previously developed land** as defined in the National Planning Policy Framework
- The site must have an area of at least **0.25** hectares or be capable of supporting at least **5 dwellings**
- The site must be **suitable** for residential development
- The site must be **available** for residential development
- Development of the site must be **achievable** in the next fifteen years

- ii) Applications:

2018/19068/TCA: 24 Low Street LA6 3LF

Proposal: T1 Yew reduce 25%, small crown lift, rebalance crown. T2 Poplar, reduce crown 20%, Remove one large damaged branch with rope attached.

There were no comments.

- d) Clerk

YLCA, including GDPR pro forma form to register data holdings

- General Data Protection Regulations

The Clerk reported copious correspondence from YLCA concerning the new General Data Protection Regulations (GDPR) effective from 19th May onward.

A pro forma document to register all the types of information the council holds will be circulated to councillors during April so that the council can make as complete a register as possible.

- Correspondence including local bus service 80

Following Cllr. Salrein's report of the missing 7.24am bus service to Lancaster enquiries were made, and the following reply was received:

"This service changed its running times when the [Greyhound] bridge closure commenced in Lancaster to enable it to operate more efficiently. This bus now leaves Ingleton at 06:55 and subsequently leaves Burton in Lonsdale at 07:04, the revised departure times have been advertised on both our Website and buses.

I would be pleased if you accept my sincere apologies for the inconvenience that this has caused and if you could pass this information on your parishioners, I would be grateful. May I also take this opportunity in thanking you for bringing this matter to my attention which undoubtedly assists us in our ability to monitor any potential and internal difficulties in service delivery."

Councillors expressed concern re

- * safeguarding issues for children travelling earlier in the morning and arriving at Hornby or Lancaster schools possibly before schools are open;
- * there was doubt as to how the service could be made more efficient, by omitting one bus and yet the remaining buses are expected to work 'efficiently' during the day whilst bridge works were being carried out.
- * Lack of timely notification eg bus stop timetables

Resolved

Clerk to full explanation as to how the omission of the 7.24am bus enables the service to work more efficiently, and to request the service is re-instated as soon as possible after the bridge works are completed.

5 Finance Matters

- a) Bank balances, including receipts since statement date
The Clerk reported finance details as per the appendix.
- b) Approval of payments of budgeted and non budgeted items
The Clerk gave details as per the appendix. It was noted cheque numbers 2190, 2191, 2192 (cancelled) relate to expenditure after 1st April 2018, and will be included in the 2018-19 accounts.
Resolved
To approve the payments as per the appendix; cheques to be signed after the meeting.
- c) Year End accounts: preparations for audit
The Clerk has received instructions for the internal audit, which is to be done at the beginning of May. It includes sending digitised records to the auditor and a copy of a certificate indicating how much money is held in petty cash, signed by the Chairman.
Resolved
To authorise the Chairman, Cllr Thompson to certify petty cash amount held by the Parish Council for the purposes of the internal audit.

6 Parish Councillor Reports

- a) Village Hall Committee
Cllr Salrein reported storage plans not yet done; Treasurer David Taylor will be making a grant application for the work, once the plans are available.
- b) Bentham Common Lands Charity
Cllr Thompson reported a joint meeting with the Woodland Trust has not yet happened. Having contacted the Chairman, Mr Stannard, it was
Resolved
Cllr Salrein to contact Mr Stannard to request the Woodland Trust be present at a meeting.
- c) Woodland Trust : no report.
- d) Local Footpath Volunteers
Bogg Beck bridge: following last month's report of damage to the bank at Bogg Beck bridge, Cllr Thompson reported the matter to NYCC, requesting an official inspection.

7 Recreation Committee

- a) Play Area inspection reports
Cllr Thompson reported there have been no problems recently; the new swings are being used, weather permitting. The drainage at the bike track appears to be working well. A new climbing frame will be installed week beginning 3rd April.
- b) Pavilion: bookings; maintenance; notice board
Bookings are at about the same level as this time last year, as poor weather a factor re football pitch and changing room bookings.
Request to install a clubs notice board; approx the same size as the council's notice board outside the Village Hall, and located on a wall along the veranda, accessible to all clubs/users. Some money will be available from Lonsdale Archers
Resolved
To purchase and install a suitable notice board for use by clubs.

c) Proposal to hold weekly Recreation Runs

A proposal to hold a trial period for Recreation Runs every Saturday morning has been put to the Parish Council. The council's insurer advised:

"the Parish Council can only insure this if they are the organisers or the volunteers are acting on their behalf as a working group/party. Assuming this will be the case, the route is the same and numbers remain below 250 this will be fine. If the volunteers are organising it independently they will need to arrange their own policy."

Resolved

The Parish Council agrees in principle to a regular Recreation Run being organised under its name. There will be no charge to use the Recreation Field for the first six months; this arrangement to be reviewed after six months. If the changing rooms are required the normal charge will be made, to cover utilities and cleaning costs.

d) Student Placement (St Martin's/Cumbria University) proposal to host a student for a work placement.

The council has received a request to host a sports studies student to assist with developing events and marketing of the Recreation Field and Pavilion.

Overall, the council would like to accept the offer; however there are concerns there would not be enough for the student to do; the council would be willing to host a student on a part-time/share basis; this would also broaden the student's work experience. Councillors would like more specific information, e.g. safeguarding procedures, insurance, time allocated, and supervision (as the council doesn't have supervisory expertise) before confirming its acceptance of the placement.

e) Outdoor Gym

A site visit by the supplier will be made 29th March; the expected installation date will be at the end of April. The site proposed is south of the all weather pitch, at the west side of the field for the following reasons:

- The area is drier than to east of the children's play area
- There would be more use by all weather pitch users, as is adjacent
- Older users will be separated from younger children using the children's play area

Cllr. Salrein noted a cricket square used to be located at the west side of the Recreation Field (pre 1990) and might be used again. She did not think the centre of the football pitch would be suitable to use as a cricket square.

Mike Illsley, volunteer grounds man for the 2017 Village Cricket Match, thought the football pitch central location for the cricket square was sufficient for the purposes of recreation/non competitive cricket.

The Chairman informed the meeting it should have a location plan to discuss and approve at the next meeting.

8 Maintenance Reports

a) Village Green, including War Memorial

Cllr Handley reported there were no immediate issues; however, preparations for the November Commemorations of the end of World War One will be getting underway: the council will be making arrangements to ensure the war memorial is clean and tidy.

Cllr. Salrein reported a depression in the ground outside the church entrance is very muddy as it appears rain water is not draining away. Cllr. Thompson to inspect area as soon as possible.

b) Riverside Land

New mole traps will be set shortly; it is hoped they will not be removed this time.

Cllr Mason requested a tree inspection by a qualified person be done as part of the regular maintenance programme. Details of a possible contractor to be given to the Clerk after the meeting.

c) Very Old and Separate Churchyard

Part of a two-trunked tree broke and fell in storms two weeks ago. Fallen trunk has been dealt with; remaining trunk is being left in situ, at request of Chapel Lane residents: the meeting was also reminded that any tree work on live trees requires a Diocesan Faculty (permission).

d) Street Lighting

NYCC has informed the council about the light at Townend:

“Main Road, A687, column LP 8. Our contractors have attended to a fault and the lantern needs replacing, the internal wiring is faulty and has burnt out. We (NYCC) now use LED technology and we have a choice of 2 types of LED lanterns. There is a 15W LED version that comes with a 10 year warrantee or a 20W version from an alternative manufacturer that is supplied with a 20 year warrantee.

The estimates are £210 + VAT (15W LED/ 10 year warrantee) or £330 + VAT (20W LED/ 20 year warrantee) to carry out this work.”

Resolved

To enquire if there was a warranty for the existing light installation; to request installation of a light to give a similar light level to the existing.

e) Public benches

Mike Illsley was thanked for all the work done on the public benches; the final bench is awaiting drying out before re-varnishing.

The pavilion veranda benches are now secured to the veranda wall. The Clerk has the keys.

Cllr. Salrein reported a road drain outside 21 High Street has been cleared, the team was efficiently led by a woman!

9 Items to be included by Clerk in press release

The Clerk will select an item/items to report to the local press.

10 Date, time and venue next monthly Parish Council meeting And Annual Parish Meeting

Resolved

Thursday 19th April 2018 in the Village Hall, starting at 7pm for the council meeting, and followed by the Annual Parish meeting starting at 7.30pm.

The meeting closed at 8.52pm.

Signed

Date.....

Appendix

March 2018

Bank Balances, including receipts

Current Account at 15.03.18	300.00
Business Reserve A/c at 15.03.18	27,290.62*
	<u>27,590.62</u>

Receipts	<u>72.00</u>
GDPR Training refund	24.00
Lonsdale Archers (Jan, Feb Rec Field bookings)	48.00
Less unrepresented cheques at 15.03.18	-35.00
	<u>27,625.62</u>

* figure calculated using last month's balance less total paid into current account from business reserve account

Commitments as at 22nd March 2018

Contingency Fund	2,000.00
Very Old and Separate Churchyard:	
Lych Gate Restoration (200 +500)	700.00
Safety Notice, grass (150, 44.25) & memorials (850) & 190	784.25
Clerk's Retirement Gratuity provn YLCA re-calc at 11/16	2,156.00
Budget remaining inc March payments, excl Pavilion (net of VAT)	14,698.47
	<u>20,338.72</u>

General Reserves at 22.03.18

7,286.90

NB Donation of £6531 for new play equipment will be received after year end

Payments for March 2018

2183	08.03.18	J Clarke (picnic tables Community Orchard)	477.60
2184	09.03.18	Becks Garden Machinery Ltd (mower service)	87.50
D/D	11.03.18	Extra Energy (Feb electric pavilion)	34.09
2185	12.03.18	Gregory & Co (broadband/email Jan-Mar 2018, p/copying)	92.70
2186	22.03.18	S Gregory (Clerks salary, expenses Jan-Mar 2018)	280.12
2187	22.03.18	HMRC re PAYE March 2018	38.60
2188	22.03.18	BiL Village Hall Committee	112.00
2189	22.03.18	M Illsley re maintenance items re public seats	63.29
2194	22.03.18	Sutcliffe Play (deposit for new equipment)	7837.93
			<u><u>9023.83</u></u>