

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm Thursday 22<sup>nd</sup> July 2021**  
**Village Hall, Burton in Lonsdale**

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**Present:** Councillors Handley, Mason, Sedgwick, Shaw, Tate and Thompson (Chair);  
6 members of the public.

**In attendance:** the Clerk.

**19/2021** **Apologies**

Apologies were received from Cllrs Mason and Salrein.

**20/2021** **Resignation of Parish Councillor**

The Chairman informed the meeting he received an email from Cllr. Salrein just prior to the meeting which he read to the meeting: she expressed disappointment at not being able to attend meetings, for various reasons and thanked Cllr Shaw for her assistance during meetings, and still considered herself to be a Parish Councillor.

The Chairman explained the email content was not an explicit resignation; however the Local Government Act 1972 Part V, para 85 clearly states:

*“ .... if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of the period, cease to be a member of the authority”*

**Proposed:** to accept Cllr Salrein’s resignation if advice from Craven confirmed that the email indicated resignation.

**Resolved** (vote 4 for, 1 against).

It was further

**Resolved** to thank former Councillor Salrein for her long service to the community and to mark recognition in a suitable way to be discussed outside the meeting.

**21/2021** **Code of Conduct and Recording of Disclosable Pecuniary Interests**

To record Councillor’s Disclosable Pecuniary Interests relating to this Agenda; changes since previous disclosure to Craven District Council  
There were none to record.

**22/2021** **Minutes** of Full Council Meeting of 24<sup>th</sup> June 2021 for approval.

**Resolved**

The Minutes of the above meeting were accepted as an accurate record, with a minor amendment to correct item 17/2021c: ‘Plan and Gain’ to ‘Planning Gain’, to be signed at the end of the meeting.

**23/2021** **Public Questions** or Statements

a) Planning Application 2020/22109 former school site development.

H. Greenep, resident: expressed grave concerns:

i. Craven District Council Planning Dept appears not to have responded to her comments submitted relating to the planning application to develop the former primary school site, in particular re proposed treatment of foul water, surface water and soakaway via a ‘package plant’, which she regards as insufficient/unsatisfactory.

- The District Council appears not to have addressed the issue.
- ii. She also noted a mature tree, protected by a Tree Preservation Order (TPO) does not appear to have been protected from works, as a large amount of rubble has been deposited around its base.
  - iii. On Sunday 18<sup>th</sup> July a bonfire was observed on site, burning material brought to the site, including plastics.
  - iv. The developer has suggested looking at the possibility of a making pedestrian access on the corner of the Coach House drive leading on to the footpath, having been advised this would be a good alternative to the 'Emergency access' as people had been complaining that this was a dangerous access. It was pointed out that an access there was equally dangerous as it forms the exit to the Coach House drive on a blind bend. Further: they intended to put a footpath round the perimeter of the school field for pedestrian access leading to the intended exit on the corner of our drive. This appears to be neither viable nor sensible.

Cllr. Handley advised the meeting that the Planning Department is experiencing problems; the matter may yet go to full Council for consideration.

The Chairman proposed and it was

**Resolved**

A letter to the Planning Enforcement Officer be sent:

- i. expressing disappointment the lack of response and/or tardiness by the Planning Department in respect to the comments made previously and reiterated above regarding foul water treatment, and access and
- ii. informing him of the bonfire which may have been contrary to planning regulations

b) **Harris Garth: application to discharge covenant from 1872 Indenture**

D Gillibrand informed the meeting the Parish Council shortly would be receiving a letter from the Land Registry concerning this matter between the Church and himself and to which the Parish Council has one month to respond.

**24/2021 Craven District Council Planning Matters**

- a) New guide to affordable housing by Rural Housing Alliance  
The guide, in digital format, has been circulated to all Councillors; Cllr. Shaw recommended the 64 page document be printed for future use.
- b) Planning Decisions noted:
  - i. Non material amendment application 15/2016/17509: replace garage door with glazed doors. Longber Barn, Longber Lane, LA6 3LA: Approved
  - ii. Refurbishment of existing dwelling (part retrospective) 2021/22506/LBC Castle Hill Farm 2 High Street, LA6 3JU. Approved

**25/2021 Finance Matters**

- a) Bank balances, including receipts since statement date  
The Clerk reported the current finances as per Appendix 1

b) **Approval of payments of budgeted and non budgeted items**

The below list of payments was circulated to all councillors for information prior to this meeting:

chq

# **Payments July 2021**

D/D	Octopus Energy re pavilion electricity June 21	29.33
2535	Northern FRA re fire safety inspection, pavilion	125.00
2536	Yorkshire Internal Audit Services	320.00
2537	William H Hartley: grass cutting June 2021	588.00
2538	S Gregory: salary, expenses	222.50
2539	M Illsley re materials for pavilion maintenance	11.69

**Resolved**

The above payments are approved; the cheques to be signed outside the meeting

c) **Internal Audit**: conclusion and report

The Clerk reported the Internal Audit had gone smoothly; some minor questions had been answered satisfactorily, and Auditor's advice about VAT was noted.

d) **External Audit**: proposal to forward items to External Auditor

The Clerk informed the meeting the documents had been submitted to the External Auditor during the past week, as they were due by 2<sup>nd</sup> July; the Clerk apologised for the delay.

**26/2021 Recreation Field Committee**

a) **To note the minutes** of the Recreation Field Committee meeting held on 13 May 2021 and to approve recommended actions

**Resolved**

The Minutes were noted and various actions approved.

b) **Grounds, Outdoor Equipment & Pavilion**: inspection reports

The Chairman reported visual inspections had not given rise to any concerns; all equipment appears satisfactory as of this date.

c) **Pavilion**:

- fire safety inspection report; actions to be taken

The inspection, carried out on 7<sup>th</sup> July, resulted in several recommendations to purchase of additional fire safety equipment, including extinguishers, smoke alarms, and maintenance including a fire door between the store/plant room and the social room. Most of these items have already been dealt with; the remainder will be done shortly.

**Resolved**

To carry out /complete report recommendations as soon as possible.

- proposed storage extension

The Chairman explained to the meeting that he had contacted a builder for an estimate and will report to the council at September's meeting.

- proposed purchase of electricity by Bowling Club from parish Council via dedicated meter

The Chairman explained the Parish Council generates electricity via the solar pv panels on the Pavilion's roof. The Bowling Club wishes to buy electricity from the Parish Council via the installation of a metered supply connected to the Pavilion's mains supply. The Club will pay for the materials and installation costs, plus a proportion of the standing charges.

**Resolved**

The Council is happy to agree to the Bowling Club's proposal as outlined above, and will discuss the exact proportion of the standing charges to be paid outside this meeting.

- d) Play Area: proposed fencing installation

The Chairman informed the meeting prices for both recycled plastic and wood fencing have been or are being obtained; the recycled plastic is approximately £500 more than the wooden fencing, however, it will last longer and should have no maintenance.

**Resolved**

To purchase and install recycled plastic fencing; to contact M. Illsley re Council's preference.

- e) MUGA: drainage improvements proposals

The Chairman reported drainage to the MUGA area could be improved by installing additional pipe work around the MUGA, draining into the stream at the west end of the Recreation Field.

**Resolved**

To investigate cost of pipe and installation work and report to next full council meeting (September 2021).

**27/2021 Lych Gate**

Condition report.

The Chairman reported contact has been made with the company that will be inspecting the church roof timbers; the company will do a subsidiary inspection of the Lych Gate at the same time, invoicing the Parish Council. Photos of the inside and outside of the Lych Gate will be provided before the inspection. The inspection is scheduled for some time during August.

C. Whitfield indicated some clearing of weeds both inside and outside would be required, encouraging residents to come and help.

**28/2021 Queen's Jubilee 2022**

Proposal to request access Motte & Bailey for purpose of lighting commemorative beacon

The Chairman has approached the new owner of the land which includes the Motte and Bailey re giving access to residents on the day of the Jubilee; the new owner is pleased to help and has agreed informally to grant access on 2<sup>nd</sup> June 2022.

**Resolved**

To add the beacon to the national list of beacons being lit on 2<sup>nd</sup> June 2022.

**29/2021 Items to be included by Clerk in press release**

**Resolved**

To include the following items in a press release: the Queen's Jubilee beacon, play area fencing, and bowling club power supply.

**30/2021 Date, time and venue next monthly Parish Council meeting**

**Resolved**

The next full council meeting to be held at 7.30pm on Thursday 23<sup>rd</sup> September 2021.

An additional meeting to discuss item 23/2021b will be arranged shortly.

The meeting closed at 8.32pm.

**Signed** .....

**Dated** .....

**Appendix 1**

**Finance Sheet for July 2021**

**Bank Balances, including receipts**

Current Account at 15.07.21		300.00
Business Reserve A/c at 15.07.21		<u>54,645.59</u>
		54,945.59
Receipts 15 June - 15 July 2021	<u>120.54</u>	
Lonsdale Archers	60.00	
Interest	0.54	
Caton Terriers hire of Rec June 2021	60.00	
Less unpresented cheques at 15.07.21		85.00
		<b>54,860.59</b>

**Commitments as at 15th July 2021**

<b>COVID</b> re-start projects Rec Field	28,636.00
Very Old and Separate Churchyard:	
Lych Gate Restoration grant	200.00
Safety Notice, memorials (400) & 190	552.75
Clerk's Retirement Gratuity provn (3% gross annual salary) (ye 2018 2225.70; ye 2019 2297.51)	2,380.29
Village Cricket & Sports Days surplus (2017-2019) for future events	346.22
VE Day Commemoration Group re 75th anniversary	400.00
Rural Watch Scheme	200.00
Budget remaining as at report date	<u>12,802.24</u>
	45,517.50

**General Reserves at 15.07.21**

**9,343.09**

Contingency Fund within General Reserves (resolution 12/11/18)	5,000.00
NB: 2nd tranche precept due end Sep 2021: £8750	