

Minutes
Burton-in-Lonsdale Parish Council Meeting
7.00pm Thursday 27th January 2022
Village Hall, Burton in Lonsdale

Present: Councillors Handley, Mason, and Tate; County Councillor Ireton; 22 members of public

In attendance: the Clerk.

70/2021 **Apologies**

Resolved: Apologies, with reasons, were accepted from Cllr Shaw.

71/2021 **Appointment of Chairman for this meeting (and until 4th May 2022)**

Resolved

Cllr Handley be duly appointed Chairman until the end of the current council term, whereupon the full council stands down pending local council elections on 5th May 2022.

72/2021 **Meeting Conduct, including Recording: procedures, including permissions**

A copy of the announcement below was placed on seats for members of the public to read upon their arrival before the meeting commenced and read to the meeting and public by the Chairman:

1. Recordings of this meeting are by specific agreement of the Chairman and Councillors
2. Public Questions and Statements are a maximum total time of 15 minutes; an individual may speak up to a maximum of 3 minutes.
3. Thereafter the Council will proceed with the meeting uninterrupted by the public.

73/2021 **Councillor Co-option(s)**

Explanation of number of vacancies and voting

- a) To fill vacancy created 22nd July 2021 (obligatory)
- b) To fill two (2) vacancies created 26th November & 2nd December 2021 (optional)

Resolved

To fill all three vacancies.

Four applications were received and put to the vote.

Resolved

The following be co-opted to the Parish Council for the remainder of the current term (ie until 4th May 2022):

Michael Biles, David Taylor and Ian Wardle.

Signing of Declaration(s) of Acceptance of Office

The Declarations of Acceptance of Office were signed and returned to the Clerk.

74/2021 **Code of Conduct and Recording of Disclosable Pecuniary Interests**

To record Councillor's Disclosable Pecuniary and non-pecuniary Interests relating to this Agenda; changes since previous disclosure to Craven District Council

There were no declarations.

75/2021 Appointments

Resolved

The following councillors were appointed to the respective committees:

- a) **Parish Council Committees**
 - i) Finance Committee: Cllrs. Taylor and Wardle
 - ii) Recreation Field Committee: Cllr. Handley
- b) **Outside Bodies**
 - i) Village Hall Committee: Cllr. Tate

The following appointments to be made at the next meeting

- Burton Regeneration Group
- Woodland Trust
- Bentham Common Lands Charity

76/2021 Minutes: Full Council Meetings: 12th August, 25th November 2021: approval

Resolved

The Minutes of the above meetings were accepted as an accurate record, with no amendments, to be signed at the end of the meeting.

77/2021 Public Questions or Statements: see conditions

- **Former Richard Thornton Primary School site:**
A member of the public is seeking clarity as to whether planning permission pre-construction conditions must be fulfilled before work begins; work appears to have started. The Chairman undertook to check with the Planning Department.
- **Village Hall Facilities:**
A member of the public complained the facilities are very out of date; no funds appeared to be forthcoming from the Parish Council. The Chairman indicated there may be some funding available and to discuss the matter outside this meeting. The next Village Hall committee meeting is on 7th February 2022.

78/2021 North Yorkshire County Council and Craven District Council

- a) **Funding and Grants**
County Cllr. Ireton informed the meeting NYCC funding/grants depend on what happens after the May 2022 elections.
The Chairman also reminded the meeting that District Council Ward grants are available (very little left of current financial year).
- b) **County Councillor's Report**
Cllr. Ireton reported the 2022-23 budget will increase by 3.99% over the 2021-22 budget (2% increase to be spent on Adult Social Care).
- c) **Police Report**
The following report was received:
9 incidents reported to the Police between 01.12.21 & 23.01.22
 - 10.12.21 – Crime Violence
 - 12.12.21 – RTC 2 vehicles - Ireby Road
 - 13.12.21 – RTC – Single vehicle – Bentham Moor Road
 - 14.12.21 – Other force – recovering vehicle
 - 01.01.22 – Concern for safety – joint partnership working
 - 01.01.22 & 19.01.22 – Abandon Call – checked in order dialled in error
 - 04.01.22 – RTC – Single vehicle – Track to Lowfields – other force dealing

19.01.22 – ASB Nuisance – Road Closed

Please report & suspect incidents at the time on 101 or 999 if urgent.

- d) Highways: excessive speeds: NYCC response re enquiry October 2022
The previous Chairman sent an enquiry to NYCC (appendix 1) and received a reply (appendix 2). No further action at this time.
- e) Village Emergency Plan review
Andy Ive told the meeting the current Emergency Plan is on the village website and is also being updated; it would be appreciated if a Parish Councillor could liaise regarding any Parish Council input.
The Chairman thanked Andy Ive for his work for the community.
- f) Planning Matters

Applications

2021/23516/HH: The Coach House, The Old Vicarage, Burton In Lonsdale, LA6 3JZ. Single storey extension / conservatory to south facing gable end of existing Coach House dwelling

Resolved: no comments to be made.

2021/23568/HH: 12 High Street, Burton In Lonsdale, LA6 3JU; Rear dormer; single storey side extension; rear garden room extension; replacement side attic window

Resolved: no comments to be made.

2022/23630/FUL and 2022/23631/LBC: Barn At Castle Hill, High Street, Burton In Lonsdale, LA6 3JU.

Conversion of Castle Hill Barn to form one dwelling.

Comments included

- The application is supported in principle, as the Grade II listed building(s) are in poor condition and would deteriorate further if neglect continues.
- concern re the plans appear to be for a single dwelling; there is potential for future amendments to develop the building into more than one dwelling, entailing more work re Highways and Environment.
- the roof on the building to the rear would be more appropriately finished with slate to tie in with neighbouring buildings.

Resolved

To submit the above comments to the Planning Department.

To note:

2021/23573/TCA T1 Hornbeam - Fell due to proximity to house, excessive shading, and starting to lift paving. Poor example as lapsed pollard. Would not take a reduction well. Re-plant with smaller species. The Vicarage, 3 Low Street, Burton In Lonsdale (comments by 5th January 2022).

2021 22779 LBC & FUL: 2 High Street, Burton in Lonsdale: Withdrawn

- g) Consultations – all comments by 1st February 2022:
- i) Flood Risk & Water Management Supplementary Planning Document (SPD) First Draft
 - ii) Good Design Supplementary Planning Document (SPD) Second Draft

- iii) Green Infrastructure & Biodiversity Supplementary Planning Document (SPD) First Draft
- iv) Rural Workers' Dwellings Supplementary Planning Document (SPD) Second Draft

The above consultations were circulated to councillors prior to the meeting; any comments to be submitted by 1st February 2022.

79/2021 Queen's Platinum Jubilee:

- a) formation of sub-committee and appointment of committee members

Resolved

A sub-committee be formed and to appoint Cllrs Biles, Taylor and Wardle, and Mr Lavelle.

Item to be put in the *Burtonian* asking for more volunteers.

The Chairman invited the committee to bring its plans and costings to the next full council meeting.

80/2021 Finance Matters

- a) Bank balances, including receipts since statement date

The Clerk circulated prior to the meeting details of balances and commitments (Appendix 3).

- b) Payments: explanation & approval

Resolved

The following payments were approved:

D/D	Octopus Energy pavilion power supply Dec 2021	326.79
2854	Society of Local Council Clerks 2022 membership	80.00
2585	W H Hartley: grass cutting November 2021	84.00
	Hutton & Rostron Environmental Investigations Ltd	
2586	re Lych Gate condition survey	720.00
2587	S Gregory: salary, expenses Jan 2022	188.41
2588	Oglethorpe Sturton & Gillibrand re UTLC case	<u>3,870.00</u>

5,269.20

- c) Budget review including utilities & grass cutting costs 2022-23 (power supply sports pavilion & street lighting; grass cutting for areas Recreation Field, Riverside Land, the Orchard, Village Green, Chapel Lane banking, Very Old and Separate Churchyard (VOSCY), village entrances (2)

The Clerk/RFO circulated to existing Cllrs prior to the meeting a revised budget in the light of forthcoming energy cost increases and additional grass cutting.

Resolved

The revised budget is agreed (Appendix 4); a copy to be sent to the new Councillors.

At this point a member of the public interrupted the meeting to query a previous payment. An explanation was provided but not accepted. The Clerk left the meeting; County Cllr. Ireton advised the meeting it would be unable to continue without the RFO. The Clerk/RFO returned to the meeting.

A member of the public offered to mow the grass outside the former Richard Thornton School (village entrance west); the Chairman thanked

him and accepted the offer.

- d) Authorisation for the Chairman and Responsible Financial Officer to make a precept request for the year 2022-23

Resolved

Cllrs. Handley, Tate and Mason approved the precept request for £17,500. A copy of the revised budget to be sent to the new councillors. The precept request form to be signed outside the meeting.

- e) Annual Audit: internal auditor

The Clerk approached four potential internal auditors on same day as this meeting; one quote received for £250.

Resolved

To accept the quote of £250 from ElkerLodge Bookkeeping Services; to circulate the quote to Councillors for information.

81/2021 Clerk's Report, including correspondence

The Clerk circulated over 40 emails to councillors, which included items for this meeting. Items included YLCA and NALC communications.

Former Parish Councillor Ian Thompson is a finalist in the Craven Community Champions event.

82/2021 Upper Tribunal Lands Chamber (UTLC) Harris Garth application:
report only

The Clerk reported a judgement is awaited from the UTLC. An award of part of the costs is now payable by the Parish Council (see 80/2021b above).

A member of the public interrupted the meeting to ask several questions, declining to stop when requested. Several other members of the public tried to ask questions.

Cllr Biles suggested the matter is discussed outside this meeting, to enable the council's remaining business to be done.

County Cllr Ireton explained to the meeting the Council, not individuals, is responsible for its actions. The Council lost its objection; a majority portion of the costs has been awarded against the Council.

Cllr. Mason added that the Council, during her 16 years as Parish Councillor, had always tried to do its best for the community; it was very disappointing the community had divided over this matter. The resulting resignations were very disappointing in light of all the work done for the community. Cllr. Mason left the meeting (8.40pm).

Resolved

The matter be discussed outside this meeting.

Peter Thompson to oversee the proposed meeting; Former Cllr. Ian Thompson to be invited to the meeting.

The Clerk to circulate a timeline of events to councillors for their information.

83/2021 Lych Gate: to receive the August 2021 surveyor's report; NALC legal topic note 65 (Nov 2021) para 18.

Cllr. Revd. Tate declared an interest, as a member of the Church (owner of Lych Gate).

The surveyor's report and NALC advice was circulated prior to the meeting to existing Councillors; the information to be circulated to new Councillors after the meeting.

NALC Legal Topic Note 65 (November 2021) regarding standard of

maintenance of a closed churchyard advises:

16. Responsibility extends to the repair of walls and fences. Often, walls, railings and gates are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of historic or architectural interest.

Consequently, the cost of repairs and maintenance is likely to be high.

18. Responsibility for the churchyard does not include responsibility for any church, chapel, or other building (such as a shed) in or adjacent to the churchyard. The responsibility does not include an obligation to undertake improvements to the churchyard.

The above confirms the Parish Council does not have a responsibility to maintain the Lych Gate. A member of the public offered to research Historic England funding for such structures owned by the Church of England.

The owner of Harris Garth made an offer to 'take on' the Lych Gate and to discuss the matter at a separate informal meeting, possibly with the All Saints P.C.C.

The matter is now closed regarding the Parish Council's involvement.

84/2021 Current and Future Projects

a) Village Hall Defibrillator

Proposal: to formally assume responsibility for the Village Hall defibrillator, including regular inspections; financial implications.

The Burton First Responder agreed to check the defibrillator weekly.

Resolved

The Parish Council to formally adopt the financial responsibility of maintenance regarding purchase of spare items such as battery (approx every 3 to 4 years) or replacement defibrillator pads (whenever required c£50 for pack of 2).

b) Vehicle Activated Sign (VAS) – discussion re rota & training, maintenance

The VAS is currently out of use. Expressions of interest regarding traffic speed control have been received by the Parish Council. Training can be provided.

Resolved

To put an article in the Burtonian requesting volunteers.

c) Platinum Jubilee 2nd June 2022

Proposal to form a committee to organise a village street party to celebrate the Platinum Jubilee

Resolved

A committee be formed; meeting minutes to be given to the Parish Council; Parish Council insurance to be used for the event, conditional on satisfactory risk assessment for the event(s). First meeting to be Wednesday 2nd February.

85/2021 Recreation Field Committee

a) To note the minutes of the Recreation Field Committee meeting held on 6th October 2021 and to approve recommended actions

A copy of the Minutes to be sent to the new Councillors.

b) Grounds, Outdoor Equipment and Pavilion: inspection reports; maintenance including drainage works, MUGA playing surface replacement

Cllr. Taylor queried the proposals regarding the MUGA playing surface replacement and additional store, suggesting a review of the Council's current and future financial commitments, including the planning gain monies likely to come to the Parish Council in the future.

Resolved

A financial review be undertaken; report at February meeting.

c) Request to plant tree memorial

Resolved

To agree to planting a tree memorial, cost to be borne by the person making the request; exact site to take into account planting of tree commemorating those Burton residents killed in World War One also on the Recreation Field.

d) Electric Vehicle (EV) charging points

Resolved

To note installation will be given consideration at future meeting.

e) Water meter: consideration of re-location to car park area

Resolved

To investigate costs of re-locating meter from Low Bentham Road to outside the Pavilion at same time as (possible) installation of B4RN.

86/2021 Village Green

YLCA advice received re maintenance of Village Green

Detailed YLCA advice was received by the Clerk shortly after the November meeting and circulated to existing Councillors; it will be circulated to the new Councillors.

87/2021 Riverside Land

Consideration of replacement of wooden bollards

Resolved

Two (or more) Councillors to inspect the existing/remaining wooden bollards at the entrance to the Riverside Land and report to the next meeting.

88/2021 Village Electricity Supply: network resilience

Peter Thompson reported that there is no capital available for network resilience work until 2023; the budget was done before Storm Arwen (25-29 November 2021). A review is now due and will be reported after the start of the new financial year, in April 2022.

89/2021 Footpath Burton Bridge to Recreation Field, including former 'Cart Track' adj. To The Orchard

Condition report; proposal for repairs

The footpath suffered damage after recent heavy rainfall; excess water washed downhill from Jingling Gill, past the Recreation Field and Bowling Green, toward the Orchard.

Pals with Trowels reported an initial enquiry for work to repair the eroded footpath between the highway and the river produced a quote of £1200 (plus VAT) to concrete the area. This did not include repairs to the gravelled path, also damaged.

Resolved

To get an opinion, if possible, from NYCC Highways regarding repairs.

90/2021 Items to be included by Clerk in press release

Resolved

To report the appointment of three Councillors until the 5th May 2022 local council elections.

91/2021 Council & Committee Meetings: proposed dates

- a) Recreation Field Committee meeting 2 February 2022
- b) Full Council Meeting 24 February 2022
- c) Full Council 24 March 2022 (final meeting of council year).
- d) 2022-23 meetings calendar proposal

Resolved

The meetings for the current year (to 31st March) were agreed.
To circulate the calendar of proposed meetings for 2022-23 to all councillors for consideration, along with consideration of different days/week in the month, to coincide with *Burtonian* publication (articles written by Cllr. Taylor).

Cllr. Tate gave his apologies for the following dates: 24th March and 26th May meetings.

The Chairman thanked the new councillors and finished the meeting.

Meeting closed at 9.30pm

Signed

Dated

Appendix 1

Email sent by Parish Council Chairman 20 October 2021 to NYCC Highways (Area 5), Cc: speedconcerns@northyorkshire.pnn.police.uk; member of public and County Cllr Ireton

The Burton in Lonsdale Parish Council has been operating an approved MVAS to monitor vehicle speeds at a number of locations in the village and I attach a recent report of data collected at one location. Our sign was mounted on the north side of the A687 facing westbound traffic at map reference SD 65473 72489.

The speed limit at this location is 30 mph. The analysis report shows that the average speed of all vehicle movements was only 31.07mph. However this average is falsely low due to the number of vehicles setting off from a standing start at the end of Barnoldswick Lane.

Our concern is the proportion of vehicles travelling at speeds significantly above the limit. During the two week period (3 Sep 2021 to 16 Sep 2021) 8863 vehicles exceeded the speed limit out of a total of 15335 or 57.8%. One vehicle was recorded at between 70 and 75mph at about 21:00 on 5/9/2021. There were 3850 vehicles or 25.1% exceeding 35mph.

Please consider the following suggestions for measures which may help to reduce the number of speeding vehicles

- 1 Increase the prominence of the rumble strips on the road surface approaching the village from the east
- 2 Introduce a 40mph zone to calm traffic before it reaches the 30mph zone
- 3 Install a permanent speed detector and warning sign on the south side of the A687 at SD 65509 72496

We look forward to discussing these ideas or any alternative measures which you feel would be more appropriate.

Appendix 2

Reply dated 26 November 2021 from NYCC Highways David Cairns re enquiry

With regards to your points, please see comments below:

1. The rumble strips, slow markings and 30mph roundel roadmarkings are all in good condition and do not require any refreshing at present.
2. NYCC as the Highway Authority must follow guidance set out by the Department for Transport's 'setting local speed limits' document which can be found on the following link. [Guidance overview: Setting local speed limits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/setting-local-speed-limits)
The DfT document suggests 40mph limits may be considered where 'there are many bends, junctions or accesses, substantial development a strong environmental or landscape reason or where there are considerable numbers of vulnerable users'.
The approach to Burton in Lonsdale on the A687 is a typical country road with hedges either side and an open countryside aspect with no development or accesses so we would not support that suggestion.
In addition to this, if implemented, there would be no suitable locations for the police to carry out enforcement on this length of road and no suitable locations to install the 40mph repeater and terminal signs that would be needed.
3. Vehicle Activated Signs (VAS) are managed by my colleague Darren Griffiths at County Hall, Northallerton. If you wish to pursue this matter please contact him and he will explain the process and costs involved in installing these on the public highway. Please contact him at Darren.griffiths@northyorks.gov.uk

Appendix 3

January 2022

Bank Balances, including receipts

Current Account at 15.01.22	300.00
Business Reserve A/c at 15.01.22	55,640.31
	<hr/> 55,940.31

<u>Receipts 15 December 2021 - 15 January 2022</u>	<u>225.75</u>
Bil Bowling Club re lease & water 2021	35.00
RHI payment re ASHP Nov -Dec 2021)	40.75
Lonsdale Terriers	120.00
Burton Young Farmers	30.00

<u>Less</u> unrepresented cheques at 15.01.22	499.49
	55,440.82

Commitments as at 15th January 2022 (ex VAT)

COVID re-start projects Rec Field* at 15th Dec 2021	<u>26,886.00</u>
MUGA refurb £30,000 (estimate) of which 25% payable by Council if grants available	7,500.00
Recreation Field drainage works - estimate only	2,000.00
Sports Pavilion extension (no grants included)	<u>20,000.00</u>
COVID re-start projects Rec Field*TOTAL	29,500.00

Very Old and Separate Churchyard:

Lych Gate Survey 2021	600.00
Lych Gate Restoration grant (to be used for gen. Maint.)	200.00
Safety Notice, memorials (400) & 190	552.75
Contingency Fund resolution 12/11/18)	5,000.00
Clerk's Retirement Gratuity provn (3% gross annual salary) as at 31st Mar 2022 (ye 2020 £2380.29; 2021 £2462.82; 2022 £2545.86)	2,545.86
Rec Field Car Park bollards (quote 11 Oct 2021)	786.50
Footpath Bridge to Rec Field repairs	200.00
Village Cricket & Sports Days surplus (2017-2019) for future events	346.22
VE Day Commemoration Group re 75th anniversary	400.00
First Responders donation remaining	658.30
Rural Watch Scheme	200.00
Budget remaining as at report date	<u>3,404.55</u>
	14,894.18

General Reserves at 15.01.22 11,046.64

Appendix 4

Budget 2022-23

	At Nov 2021	Review Jan 2022
<u>Maintenance and renewals</u>		
Street lights power supply	1,100	1,760
Street Lights (year 1 of maintenance cycle)	300	330
Street Lights: Renewals/loan repayments	1,850	909.72
Seat Maintenance	50	60
Street maintenance, Noticeboards	0	
Grass cuts Areas 1-5	3,500	4,200
Trees Riverside Land, VOSCY & VG	1,000	1,100
Xmas Tree for Village Green (250), power (75)	300	300
Village Green misc inc War memorial	0	
<u>Village Organisations & Projects</u>		
S/137 donations to village organisations, incl. Shop	0	-
Donations other than s137: BRG (LGA 1976 (Misc Provs))	0	-
Village Projects incl Community Orchard	0	-
<u>Recreation Field</u>		
Pavilion water, electric	1,500	2,000
Sports Pavilion capital purchases	0	
Pavilion maintenance (LGA 1976 Misc Provs)	1,500	1,650
Equipt inspection; maintenance	500	550
Rec Field (excl. Pavilion) maintenance: bollards (75), wall repairs (200)	750	825
<u>Administration</u>		
Transparency Code compliance expenses	100	110
Annual Audit (external & internal)	600	660
Training fees	100	120
Travel	100	120
Communications: telephone, internet, email	200	220
Sports Pavilion website (annual £72); domain name (every 2 yrs)	75	90
Print, postage	300	330
Subscriptions	400	440
Insurance (incl pavilion)	1,500	1,650
Room Hire (30 hours @ £10/ hr)	240	300
Elections	0	
Sundries	200	250
Clerk's Salary 244.2hrs x £11.30/hr incl ann. leave) net	2759.46	2,760
	Staff Costs	

HMRC PAYE		
Clerks Use of home, heat, light, file storage: £371 p.a.	400	400
Clerk's Gratuity part, total payable upon retirement; calc as 3% annual gross salary £2759.46 as of Sep 2020;	82.78	83
Contingency Fund (currently at £5,000)		
TOTAL budgeted expenditure 2022-23	19,407	21,218