

Minutes
Burton-in-Lonsdale Parish Council Meeting
7.30pm Thursday 24th November 2016
Village Hall, Burton in Lonsdale

Present: Cllrs. Handley, Mason, Salrein, Sedgwick, Tate and Thompson (Chairman);
County Cllr. David Ireton; two members of the public.

In attendance: the Clerk.

Apologies: Cllr. Shaw.

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 of Meetings of Parish Council Recreation and Finance Committees held on 10th and 17th November 2016 and monthly meeting of 27th October 2016.

The above Minutes were circulated prior to the meeting and taken as read.

Resolved

The Minutes of the above meetings are accepted as an accurate record, to be signed at the end of the meeting.

3 Matters Arising from the above Minutes, if not on Agenda

- **Highways.** Cllr Salrein and Cllr Thompson witnessed a further incident of a vehicle mounting the pavement outside 30 to 36 High Street; unfortunately a vehicle number was not taken; the Clerk reported a telephone report of a similar incident on 28th October; the caller was advised to report the incident to the police. Cllr Thompson reported the overhanging tree at this location has been cut back. Further discussion

Resolved

To report to NYCC Highways the tree has been cut back, and request NYCC action to address the dangerous vehicle usage of the pavement, itself an illegal action.

Cllr. Ireton agreed to support the Parish Council in its efforts to remedy the situation.

4 Public Questions or Statements: see attached conditions

Highways: Mr. Burns requested Chapel Lane be included in the discussions with NYCC, as pedestrians are tending to walk in the road rather than on the very narrow pavement, to avoid parked cars' wing mirrors. The Chairman assured Mr Burns this matter will be brought to NYCC Highways attention.

5 Reports

a) Police

The Chairman read the following report to the meeting:

“ ... please give our apology for this month's meeting.

I can report we have had 5 calls to the village this last month.

1. A road rage type report where parties were spoken to
2. A Civil Dispute over a boundary issue
3. An Alarm sounding
4. A neighbour dispute
5. A False call being made to police

Crime across the area remains low, but with darker nights on the run up to

Xmas we always see a slight increase. We would like to remind residents to lock their doors of an evening not when they go to bed at 10pm. We have seen crimes in other areas where individuals have sneaked into properties during darkness of an evening before bedtime.

Rurally we have seen an increase in Quad theft, and again Farmers are always aware they need to secure these the best they can. On a good note we have made recent arrests regards Quad thefts in Bentham following offenders being disturbed.

If there is anything raised at the meeting we need to be aware of please drop me a line or PC830 Barbara Parsons at Ingleton who is your beat manager."

b) North Yorks County Councillor

Cllr Ireton reported a survey is being conducted on the budget process; it is very important for residents to give feedback, with regard to the County's power to raise council tax by either 2% or £5, and a further 2%, ring fenced for adult social care. Councillors agreed that whilst no one likes higher taxes, they recognise the need for higher tax in this case. Further constraints on NYCC spending and budget are planned for 2017-18. Friends of Bentham Library are moving the service to the Looking Well – a smaller venue, but preserving the service. This reflects the increasing trend of community action to retain services.

c) Craven District Councillors

Planning Matters

Applications:

15/2016/17391(Listed Building) application to replace all windows and fit double glazed UPVC Sash Windows, Frount Cottage, Duke Street, Burton in Lonsdale, LA6 3LG

Resolved

Initial concern about the materials to be used for the replacement windows (uPVC), is mitigated, as it appears that efforts will be made to use a manufacturer whose products have been accepted for use in conservation areas in other council areas. No further comments.

15/2016/17509 application to construct a garage (resubmission of withdrawn application ref 15/2015/16388), Longber Barn, Burton in Lonsdale, LA6 3LA

Resolved

No comments are offered.

Permissions Granted:

15/2016/17321 New timber summerhouse/shed, stone patio and post/rail fence, with hedge to create parking area, Tatham House, 1 Low St, Burton in Lonsdale LA6 3LF

15/2016/17344 Listed Building Consent for replacement front door, Hollins House, Duke St, Burton in Lonsdale, LA6 3LG

The above items were noted.

d) Clerk

YLCA: no report

Correspondence: two periodicals to be circulated after the meeting. Other correspondence tends to be via email.

6 **Finance Matters**

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

The Clerk reported the bank balances as per the Appendix. There will be approximately £8,000 at year end uncommitted to a specific item. This is subject to change between now and year end at 31st March 2017.

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

To approve the November payments as per Appendix.

c) **Resolution to change bank mandate signatories**

As Cllr Tate has joined the Council, it is required that he be added to the signatories for the council's bank accounts.

Resolved

To request the council's bank to add Cllr. Tate to the list of authorised signatories.

d) **Half Year 2016-17 Accounts report**

The Clerk reported that, as of 30th September 2016, expenditure was matching the budget; the second tranche of the precept was received just before the end of the half year.

e) **Proposed budget and precept request; authorisation for precept request**

At its meeting the Finance Committee discussed all expenditure items covered by the budget, including that of grass cutting. The final selection of grass cutting contractor for the 2017-18 contract was passed to the full council for a decision. Two tenders have been received: contractors 1 and 2; calculating the number of cuts for both the Recreation Field football pitch and the Village Green as likely to be 14 cuts, rather than 12, over the season, Contractor 1 total is £2,700 and Contractor 2 total is £2,200. There was a short discussion about the contractors, and their work, both of which are known to the Parish Council.

Resolved

To appoint the lower-priced contractor for the year 2017-18.

The Clerk then advised the meeting the contractors' names, and W. Hartley & Son, of Masongill Hall, are awarded the contract for 2017-18.

The Finance Committee proposes a 2017-18 budget of £17,170 and a precept request of £16,000, drawing down on uncommitted reserves £1,170 to bridge the difference.

Resolved

To set the 2017-18 budget at £17,170, request the 2017-18 precept of £16,000, and authorise the Finance Committee members to sign the precept request form, ready for submission to Craven District Council.

f) **Recreation Committee: financial report**

The Chairman reported there has been limited use of the Pavilion during the past year, mainly due to Burton AFC not playing in the current season; however, there has been some use and some income. In view of the unpredictable nature of bookings, it is proposed not to draw up a business plan as such; instead endeavour to cover day-to day running costs. It is thought the pavilion will cover its own costs, but not the Recreation Field as a whole. The heating will only be used when the pavilion is booked, or when the outside temperature dips below 7 degrees Centigrade (there is a frost setting for this purpose).

Resolved

To monitor receipts and payments, aiming to cover day-to-day running costs of the Pavilion.

To advertise the facility in the *Burtonian* and the *Bentham News* on a regular basis.

g) General and financial risk assessments, including review of pavilion insurance value

Further to the suggested amendments, it was proposed and

Resolved

The revised general physical risk assessment be agreed and signed by the Chairman and Vice Chairman.

7 Parish Councillor Reports

a) Village Hall Committee

Mr Ive reported the Committee's research into providing extra storage space by extending outside at the east end of the building. It would be one of a number of options to be considered.

b) Bentham Common Lands Charity

Cllr Thompson reported a meeting has been held to formally appoint new Trustees and the new Chairman, and to formally delete Cllr. Mason from the list of Trustees. The new Secretary has also been appointed. Cllr Thompson is in the process of reading through paperwork given by the previous Chairman of the Trustees to the current Chairman, Mr Stannard. The next meeting date has not yet been set.

c) Woodland Trust

No report.

d) Local Footpath Volunteers

Cllr Thompson reported work is planned for this area (Burton, Bentham Ingleton etc); the volunteers group has been accepted as the first pilot team under the NYCC Countryside Service. Cllr Thompson will be attending a meeting on 13th December; the volunteers appear to be happy with the rules; training will follow. Volunteers to date comprise Messrs Gregory, Hodgson, Gibson and Thompson.

8 Recreation Committee

Reports:

- Play Area inspections
Cllr Thompson reported inspections are being conducted fortnightly; equipment appears to be satisfactory.
- Pavilion: bookings, maintenance, including cleaning
As reported above, bookings are sporadic; donated shelving for the store room has been erected; a tables storage system has been designed and installed by a volunteer, Mike Illsley, with Cllr Thompson's help.
- Car Park Area: thanks to be given to Burton Community Sports Association which has organised and paid for the car park surface to be levelled and gravelled, as part of the re-location of the all-weather sports pitch lighting power supply box relocation.

9 Maintenance Reports

a) Village Green, including War Memorial

A Christmas tree and LED lights have been confirmed as ordered with the usual supplier; a power supply for the lights is to be confirmed.

Resolved

Cllr Thompson to approach residents around the Village Green to supply electricity for the Christmas tree lights (reimbursement available).

b) Riverside Land

Cllr. Mason reported the damage done by United Utilities vehicles in early October, whilst photographed by company employee(s) has not yet been put right. Concern was expressed the damage, if not rectified, could affect grass cutting contractor's work.

Resolved

Clerk to contact United Utilities to enquire about date of repair, highlighting potential impact on grass cutting contractor.

c) Very Old and Separate Churchyard

Cllr Sedgwick reported the headstones work should be completed by Christmas; Cllr Tate thought some of the headstones had already been worked on. Cllr Thompson reported a preliminary application to the Heritage Lottery Fund to fund the work was turned down.

Cllr Ireton suggested contacting County Cllr. Lis re the Millennium Trust's Stories in Stone fund.

d) Street Lighting

The Clerk reported the light outside 6 Duke Street is not working; it may take longer than usual to repair, as it is a non-standard light.

e) Public benches

Burton Pals with Trowels have requested to use the bench outside the closed School as a planting accessory.

Resolved

Councillors have no objection to the proposal.

f) Public Footpaths

See report above (item 7d)

10 Items to be included by Clerk in press release

To report the budget and precept for 2017-18.

11 Date, time and venue next monthly Parish Council meeting

7.30pm, Thursday 26th January, 2017, in the Village Hall.

Meeting closed at 8.45pm

Signed.....

Dated

Appendix

**Bank Balances, Commitments, & Payments
November 2016**

Bank Balances, including receipts

Current Account at 15.11.16		300.00
Business Reserve A/c at 15.11.16		<u>27,956.49</u>
		28,256.49
Less unrepresented cheques at 15.11.16		-178.89
receipts included:		
	Interest	1.25
	Lunesdale Archers	24.00
	Burton Community Sports re power supply	<u>2,310.77</u>
		28,077.60

Commitments as at 27 November 2016

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
	Sports Pavilion Maintenance Fund (£1,000 pa, Minute 7e 28 Nov 2013, £644.25 insurance)	2,276.20
	Budget remaining inc Nov. payments (net of VAT)	11,557.81
		<u>19,972.01</u>

Payments November 2016

2050	T Handley re BCSA electrical works	1,855.20
2051	Horton Landscaping Ltd grass cutting Oct 2016	372.00
2052	I R Thompson re wood for Pavilion store shelving	43.92
2053	CANX	
2054	CANX	
2055	Stephen Hall re Village Entrance Signs	1,080.00
2056	Post Office (re Yorks Water 10.08.16-15.11.16)	68.91
2057	S Gregory salary, travel, pavilion items, Nov 2016	184.01
2058	Post Office / HMRC re PAYE Nov 2016	38.60
		<u>3,642.64</u>