

BURTON LEONARD PARISH COUNCIL

Minutes of the Burton Leonard Parish Council

Monday 9th April 2018 at 7.20pm held at St Leonard's Hall, Burton Leonard.

Action

Present

Cllr. P Gravestock (Chairman)

Cllr. P Bappoo, Cllr. H Parry, Cllr. K Townson, Cllr. I Galloway (HBC) Cllr. Z Metcalfe (HBC), E Boddy (Temporary Parish Clerk).

Four members of the public attended.

1. Apologies for Absence

Cllr. A O'Kane, Cllr. M Harrison (NYCC),

2. Declarations of Interest in Items on the Agenda

None.

3. Approval of the Minutes from the Previous Meeting held on 5th March 2018

The minutes of the previous meeting held on 5th March 2018 were approved as a correct record. Proposed by Cllr. Parry and seconded by Cllr. Townson.

4. Matters Arising from the Previous Minutes

There were no matters arising that were not covered by the minutes.

5. Planning

Appeals

i. Status: HEARING DATE SET THURSDAY 3RD MAY 2018

Application reference: 6.68.51.H.FULMAJ 17/00078/NREFPP

Appeal Reference: APP/E2734/W/17/3181652

Appeal Start Date: 17 November 2017

Proposed residential development (Use Class C3) comprised of 19 open-market dwellings and 12 affordable dwellings on land to the East of Scarah Lane, Burton Leonard HG3 3RS.

Notices to be placed on the website, Parish magazine, and village website Notices to encourage villagers to attend the hearing to go on the website, Parish magazine, and village website.

ii. Status: HEARING DATE – NOT SET | Start date 28th March 2018 | Comments due 02.05.18

Application reference: 13.10.17 | 17/04563/FUL | 13.10.17

Appeal Reference: APP/E2734/W/18/3196588

Greenside Station Lane Burton Leonard Harrogate North Yorkshire HG3 3DG. Proposal: Erection of detached dwelling, formation of access and hard-standing and repositioning of telegraph pole (Revised Scheme) (Site Area 0.045 ha).

Planning Applications

iii. Status: Permitted **NOTED**

17/05504/FUL | Received: Sun 17 Dec 2017 | Validated: Mon 17 Dec 2017 |

Erection of detached oak three bay oak framed garage and replacement of brick gable to existing accommodation in coursed limestone to match main building. Jonty Beck House Apron Lane Burton Leonard HG3 3SY.

iv. Status: Pending Consideration **NO COMMENTS**

17/03094/FUL | Received: Fri 09 Feb 2018 | Validated: Fri 16 Feb 2018 |

Application for approval of details required under condition 4 (landscaping) of planning permission 17/03094/FUL - Erection of replacement dwelling and detached garage. Field House Mill Lane Burton Leonard Harrogate North Yorkshire HG3 3SY

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v. Status: **Application Refused**

18/00676/FUL | Received: Fri 16 Feb 2018 | Validated: Fri 16 Feb 2018 |

Erection of single storey, two storey and dormer extensions, alterations to fenestration, demolition of existing extensions, formation of additional parking and felling of trees in the Burton Leonard Conservation Area (Revised Scheme). Green Gables Mill Lane Burton Leonard HG3 3SH.

Option C – The Parish Council has concerns that there could be an overbearing influence on the neighbouring properties.

vi. Status: **Pending Consideration**

17/01006/OUTMAJ | Received 06.03.17 | Validated 21.03.17 201

Outline planning permission with access considered for the construction of approximately 42 residential dwellings. Land Comprising Field At 432759 463602 Copgrove Road Burton Leonard North Yorkshire.

Councillors unanimously agreed to Option B, The Parish Council objects reference the objections submitted on 8th May 2017 documents: 8811146, 8811147, 8811149.

vii. Status: **Pending Consideration**

18/00848/FUL | Received 23.08.18 | Validated 21.03.2018

Demolition of conservatory. Erection of two storey extension. Spring Bank Station Lane Burton Leonard Harrogate North Yorkshire HG3 3RU.

Option C – The Parish Council has concerns that there could be an overbearing influence on the neighbouring properties.

6. Members of the Public are Invited to Address The Council with Questions or Comments

A village resident requested an update as to when the benches would be repaired/maintained and painted. Cllr. Bappoo advised this was scheduled to take place in April/May.

Cllr. Bappoo

7. Finance

i. The balance of £11,446.19 was reported in the bank account and statement for 27th March 2018 was received and signed by the Chairman.

ii. Income and Expenditure report 1st April 2017 to 31st March 2018 previously circulated to Councillors was approved and signed by the Chairman.

iii. Noted that the VAT reclaim to be made for 2017-18 was £250.98.

Clerk

iv. Notification of Receipts:

a) Noted that a donation of £400 was received for the Defibrillator fund subsequent to receipt of the bank statement.

v. Invoices/ Payments Approved:

a) Payment of Temporary Clerk approved E Boddy for March 2018 of £275. Claim sheet signed by the Chairman Nett pay £210.00. BACS payment to be actioned by Cllrs. Parry and O’Kane.

Cllrs Parry &
O’Kane

b) HMRC Payment approved for PAYE of £165 for Jan/Feb/March to be actioned by Cllrs. Parry and O’Kane.

Cllrs Parry &
O’Kane

c) Payment of Parish Clerk – sickness absence payment and final pay from October 2017 to February 2018 cheque number 100127 value £868.10 issued 7th March 2018 approved.

Cllrs Parry &
O’Kane

d) Approved payment to the Temporary Clerk for flowers sent to the Parish Clerk value £34.98. Payment BACS to be actioned by Cllrs Parry and O’Kane.

Cllrs Parry &
O’Kane

e) Approved payment of £58.00 cheque number 100128 to St Leonards Hall hire for the period November 2017 to March 2018.

Clerk

f) Approved payment of Yorkshire Water Invoice 9012676901180312 £17.74 for period up to 05.03.18. Payment BACS to be actioned by Cllrs. Parry and O’Kane.

Cllrs Parry &
O’Kane

vi. Approved payment of YLCA Membership £287.00. Payment BACS to be actioned by Cllrs. Parry and O’Kane.

Cllrs Parry &
O’Kane

vii. The budget for 2018-19 was reviewed and approved.

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- viii. The precept payment for 2018-19 was reviewed in light of; VAT reclaims made, grass cutting grants received not accounted for in the budget, the removal of the requirement to allow additional reserves for potential statutory issues. It was noted that the precept may require adjustment in the next financial year. All
- ix. The Risk Assessment Strategy circulated with the Agenda to Councillors was approved.
- x. The Register of BLPC Assets – Annual Inspection (Insurance and Audit) was approved.
- xi. The BLPC Register of Assets 2017–18 circulated with the Agenda to Councillors was confirmed as a correct record.
- xii. The Councils Financial Regulations circulated with the Agenda to Councillors Annual Meeting 9th May 2018 was reviewed and agreed for adoption at the next month's Annual Meeting of the Parish Council.
- xiii. It was noted that the 2018 Guide for Governance and Accountability for Smaller Authorities in England 2018, had been circulated 26.03.18 to all Councillors. All

8. Correspondence

- i. List of general correspondence received and circulated prior to the meeting attached.
- ii. Noted that the Notice of Election dated 19.03.18 from Harrogate Borough Council, for district and parish wards had been displayed from 23.03.18 on the parish notice board.
- iii. Letter, 08.03.18 to Farm and Land Services Ltd requesting cutting of low green.

9. Councillors Reports

- i. Litter Pick 17th March 2018
Cllr Bappoo reported that the litter pick had been very successful and expressed thanks to all who helped. It suggested at the Parish Annual Meeting that the litter-pick took place twice each year. Cllr. Bappoo
- ii. Defibrillator update
Cllr Townson reported that funds of £2,200 had been raised and included a grant from YAS and a £400 donation from Mr and Mrs Morse village residents. The funds raised included the cost of training operatives. Cllr. Townson detailed the wording that was required to be placed on the defibrillator unit which was agreed.
Cllr Townson reported he was liaising with the PCC to obtain permission for placing the defibrillator on the outside wall of St Leonards Hall. They had advised they required their contractors to assess and carry out the work to fit the defibrillator housing and electric supply. This would be paid for by the funds raised.
The Safari Supper would be cancelled and it was agreed that Cllr. Townson would issue an insertion for the Parish magazine to advise of the value of the funds raised and the cancellation of the Safari Supper. Cllr Townson
- iii. School Access Road
The Risk Assessment for the school access road had been completed and added to the master Risk Assessment which was approved.
Cllr Bappoo advised that he had obtained an estimate to repair the road. Following discussion as to the main users of the access road, in particular the school and future maintenance requirements it was agreed the Clerk should contact NYCC and Cllr Harrison regarding financial assistance/responsibility. Clerk
It was agreed that the school /NYCC as the main users of the road should be approached to make a contribution to the cost of repairs. In addition, consideration should be given to reaching agreement with the school/NYCC to make an annual contribution to the ongoing maintenance.
- iv. Village Green Footpath
Discussion took place regarding the right to use the village green as a walkway to access the school road and appropriate materials that might be used as it became muddy when wet. Cllr. Bappoo provided information on different cost options.
- v. Potentially Dangerous Wall on Dolly Walk
Cllr Metcalfe advised that HBC could provide a service to assess the safety of the wall. The Clerk to contact HBC to arrange. Clerk

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- vi. General Data Protection Regulations
- a) Appointment of Data Protection Controller.
Cllr. Parry agreed to act as Data Protection Controller for the Parish Council as Cllr. Gravestock who had taken on this responsibility was retiring from office in May. Cllr. Parry
 - b) Registration with the ICO
The Temporary Clerk reported it was not possible as yet to register for GDPR with the ICO as the data regulations requirements had not yet been met. Clerk
 - c) Project Management of BLPC requirements
Cllr. Parry would be examining the work to be carried out. Cllr. Parry
 - d) Training for GDPR
Cllr Townson had offered to attend a course but the course was fully booked. No one had been able to attend on the second batch of dates offered for training.
- vii. Dog Poo Bags not binned correctly and siting of Poo Bin on the green near Scarah Lane
Complaints had been received that the siting of this bin was near were people chose to sit or picnic on the green. It was unpleasant to be near the dog poo bin designated for this area. Cllr. Bappoo suggested that the bin be re-sited near to the salt box. This was agreed and Cllr. Bappoo agreed to arrange for it to be moved. Cllr. Bappoo
- viii. Request from Dementia Forward to use the low village green for their 'Great Get Together' 17th June 2018
Cllr Townson advised that he was waiting for a copy of Dementia Forward's Public Liability Insurance. It was agreed the for the bottom village green could be used for overspill for this event subject to the PL insurance being received. Cllr. Townson
- 10. Any Other Business**
- i. Harrogate District Local Plan Publication Draft
The Parish Council response had been uploaded to the appropriate website.
- ii. Elections May 2018
Cllr Townson reported that he had delivered all the nomination forms by hand to Harrogate District Council.
- iii. Completion of Survey for Vehicle Activated Signs
The form was discussed and completed at the meeting. The Temporary Clerk to upload the response by the required deadline. Clerk
- iv. Grass Cutting for the Green for Village Events
The Temporary Clerk asked whether there were any future events in the village that would require the Grass to be cut on a specific week. It was thought that the only other event would be the village Feast in July.
- v. Parish Council Community Group Bulb/Wild Flower Scheme.
Cllr Bappoo reported that crocus bulbs had been ordered. Cllr. Galloway reminded the PC that arrangements would need to be made to collect the bulbs as he would no longer be able to do this on behalf of the Parish. Cllr. Bappoo
- vi. Storage of the Parish Council Path Gritter
Cllr. Townson agreed to store the path gritter and would arrange to collect it from Mrs Barker who had kindly been storing it for the Parish Council. Cllr. Townson
- vii. Comments received from a village resident regarding lack of notification and guidance of details to object to planning application 17/01006/OUTMAJ.
The Temporary Clerk reported that a villager had contacted her to advise that they were not happy that a suggested response to object to the above planning application had not been circulated door to door with the date for final objections. It was noted that this information had been issued to all sections of the village with each councillor hand delivering in a specific area. Full details had also been put on the notice board.
- viii. Note the Annual Meeting of the Parish on 9th May, change of venue to the Village Hall, start time 7.45pm
The change of venue and time were noted. All

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- ix. Parking of York Pullman bus – school collection
The Temporary Clerk had arranged with the bus company to park on Station Lane near the telephone box when collecting in the village rather than near the village pump. This prevented larger vehicles driving over the verge to get around the corner.
- x. Items for the Parish Magazine
Thank you for the litter pick; thank you for defibrillator donations; the new wards, ask people to come to planning appeal hearing on 4th May.

Clerk

11. Dates of Next Meetings

- i. Wednesday 9th May 2018 – The Annual Meeting of the Parish **7.45pm the Village Hall – note: change of venue and time.**
- ii. Monday 4th June 2018

12. Confidential Items

These were discussed once the public had left the meeting.

The meeting closed at 9.30pm.

Minutes Approved as a Correct Record:

Signed.....
Cllr. P Gravestock (Chairman)

Date 9th May 2018

BURTON LEONARD PARISH COUNCIL
Correspondence Received
Committee Meeting
9th April 2018 at 7.30 pm

	Date	Subject	Date of Issue	Method	Issued by
*1	08.03.18	Pick Up Point for York Pullman bus in Burton Leonard		Email	Clerk
*2	08.03.18	GENERAL DATA PROTECTION REGULATION (GDPR) – DATA AUDIT PRO FORMA Includes Information run off by Clerk required to be completed for BLPC to conform to GDPR	09.03.18	Email	Clerk
*3	08.03.18	Grass Cutting low village green – Farm and Land Services Ltd			
*4	08.03.18	Parish Council Community Group – Bulb Wildflower Scheme			
*5	12.03.18	Harrogate District Local Plan: Publication Draft 2018 confirmation of receipt of BLPC comments	12.03.18	Email	Clerk
6	12.03.18	NALC Chief Executive's Bulletin No. 10: 9 March 2018	13.03.18	Email	Clerk
7	12.03.18	NY Now newsletter March 2018	13.03.18	Email	Clerk
*8	15.03.18	YLCA GDPR TRAINING SESSIONS	15.03.18	Email	Clerk
*9	15.03.18	Questionnaire Survey Purchase and maintenance costs of Vehicle Activated Speed signs(VAS) or Speed Indicator Devices (SIDs).	15.03.18	Email	Clerk
10	16.03.18	Community Rights Workshop Notes 23.02.18	17.03.18	Email	Clerk
*11	17.03.18	Notification regarding elections point of contact for BLPC and FAQ list	17.03.18	Email	Clerk
12	16.03.18	£3m of improvements on the way for North Yorkshire's 999 and 101 services	19.03.18	Email	Clerk
13	21.03.18	HBC Residents Newsletter	21.03.18	Email	Clerk
*14	22.03.18	NHS YAS Response to grant request for the Defibrillator application from BLPC	23.03.18	Email	Cllr. Townson
15	22.03.18	Councillor Rebecca Burnett HBC notification of future invitation to Parish Councils to a half day briefing session on the panning system and Parish Council input.	22.03.18	Email	Clerk
*16	26.03.18	YLCA 2018 Guide – GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES IN ENGLAND 2018	26.03.18	Email	Clerk
*17	28.03.18	Request from Dementia Forward to use the lower village green for their Great Get Together	28.03.18	Email	Cllr. Townson
*18	29.03.18	GENERAL DATA PROTECTION REGULATION – TRAINING SEMINARS	29.03.18	Email	Clerk
*19	29.03.18	SLCC – GDPR Checklist	29.03.18	Email	Clerk
*Items marked with an asterisk to be considered as part of the Agenda for the meeting					
Correspondence Received after the issue of the Agenda considered at the Meeting					