

BURTON LEONARD PARISH COUNCIL
MEETING: 28 August (4.00pm - Via Webinar)
MINUTES

Present

Cllr. K Townson (Chair)

Cllr C Trout, Cllr. P Bappoo Cllr A O'Kane, Cllr F Barwick, P Thornhill (Parish Clerk)

1. APOLOGIES FOR ABSENCE

None (Noted that the Clerk had not sought to advise Cllr Z Metcalfe (HBC) nor Cllr M Harrison (NYCC) since the meeting was primarily to approve the Parish Council's AGAR)

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING HELD ON 9 MARCH AS A CORRECT RECORD

Proposed: Cllr Barwick; Seconded: Cllr Trout; Carried Unanimously

4. MATTERS ARISING FROM THE PREVIOUS MINUTES NOT COVERED BY THE AGENDA

The Chairman directed that, given the length of time since the last meeting due to the CV-19 pandemic, any outstanding matters would be considered under Agenda Item 10

5. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

Confirmation of Internal Auditor

- i. To confirm the Responsible Financial Officer's appointment of Mrs M Barker as the Internal Auditor and her Terms Of Reference

Proposed: Cllr Bappoo ; Seconded: Cllr O'Kane; Carried Unanimously

Annual Governance and Accountability Return (AGAR) 2019-20 Part 2

The following five resolutions were carried. Proposed: Cllr Barwick; Seconded: Cllr Trout; Carried Unanimously

- ii. **RESOLVED** that Burton Leonard Parish Council is exempt from external audit for the year 2019-20 as its annual turn-over does not exceed £25,000
- iii. **RESOLVED** that Annual Internal Audit Report for 2019-20 included at page 4 of the Annual Governance and Accountability Return 2019-20 be noted
- iv. **RESOLVED** that Burton Leonard Parish Council approve Section 1 Annual Governance Statement 2019-20 for Burton Leonard Parish Council on page 5 of the Annual Governance and Accountability Return 2019-20.
- v. **RESOLVED** that Burton Leonard Parish Council approve Section 2 Section 2 - Accounting Statements 2019-20 for Burton Leonard Parish Council on page 6 of the Annual Governance and Accountability Return 2019-2020
- vi. **RESOLVED** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, [SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) and the Transparency Code for Smaller Authorities, Burton Leonard Parish Council will publish the following documents on a public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2019-20,
- Section 1 – Annual Governance Statement 2019-20,
- Section 2 – Accounting Statements 2019-20, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

6. FINANCE

i. Bank statement:

To receive the bank statements for the period 1 April to 31 July 2020.

ii. Income and expenditure:

The I&E summary (31 July 2020) circulated in advance of the meeting was discussed and approved by the Chairman.

ACTION

Cllr Townson

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- iii. **Confirmation of Income and Expenditure incurred during CV-19 lockdown:**
- a) Noted that copies of all invoices (and approved by the meeting as shown on the I&E statement) were circulated (in line with the Parish Council's standard financial procedures) as part of the payment initiation/approval process to Cllrs O'Kane, Townson & Barwick
 - b) Approval of invoices submitted for payment by Philip Thornhill (Clerk/RFO), initiated for BACS payment by Cllr O'Kane and approved for BACS payment by Cllr Townson and/or Cllr Barwick
 - c) Confirmation that the above process would continue as long as necessary whilst the Parish Council was unable to undertake formal face-face public meetings.
- The above three resolutions were carried. Proposed: Cllr O'Kane Seconded: Cllr Trout; Carried Unanimously

7. PLANNING

Recent notifications received:

- i. **HBC Status: Registered** [19/01693/CLEUD|Received 24.07.20|Validated 14.08.20]
 Certificate of lawfulness for the existing use of land as domestic garden and a building upon it as ancillary domestic accommodation as part of the residential planning unit. | Scarah Mill Barn Scarah Lane Burton Leonard Harrogate North Yorkshire HG3 3RS
Clerk reported that 4 year HBC Enforcement Notice period appeared to have expired - Clerk to re-confirm. Cllr Bappoo to check his records to determine whether/when BLPC had previously commented on the issue to HBC

Important planning applications on-going:

- i. **HBC Status: Approved** [19/03854/FULMAJ|Received 10.09.19|Validated 17.09.19]
 Partial demolition of Primrose House, demolition of commercial buildings and erection of 30 dwellings with alterations to access. | Primrose House Copgrove Road Burton Leonard Harrogate North Yorkshire HG3 3SJ
14.10.19: Discussed and agreed that BLPC would object on the grounds that surface water drainage solution was uncertain, that (from limited information from developer) wall and roof materials appeared to be entirely man-made and not in keeping with surrounding vernacular and that parking seemed inadequate. Email response to be formulated and submitted
02.12.19: Discussed and noted that whilst Case Officer has indicated in recommendation that there had been no Statutory Consultee objections, this is not the case. NYCC LLFA has stated that no application should be approved without a hydrological survey of fitness for purpose of SW drainage to Robert Beck.
13.01.20 Clerk confirmed that he had provided outline to Cllr Metcalfe and that a response was awaited
28.08.20 Clerk to assess current situation and update Cllrs
- ii. **HBC Status: Registered** [19/05043/DVCM AJ|Received 05.12.19|Validated 05.12.19]
 Variation of conditions 14 and 17 (Highways) to allow for offsite highway works to be implemented ahead of development commencing of Appeal decision APP/E2734/W/17/318652 (planning permission 16/01869/FULMAJ) | Flats House Scarah Lane Burton Leonard HG3 3RS
13.01.20 Resolved that objection already drafted by Clerk should be submitted to HBC
28.08.20 Clerk updated Cllrs on progress of this relative to surface drainage. Cllr Trout raised question of location of S/W drain manhole cover in centre of junction on bend. Clerk to raise with Area6
- iii. **HBC Status: Registered** [19/05281/DISCON|Received 23.12.19|Validated 23.12.19]
 Approval of details required under conditions 11 (Surface water drainage), 14 (Construction details) and 18 (Access road) of planning permission 16/01869/FULMAJ - 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. | Flats House Scarah Lane Burton Leonard HG3 3RS
(13.01.20) Resolved that BLPC would object to discharge of Condition 11 on grounds that NYCC LLFA flood risk requirements had not been met. On conditions 14 and 18 BLPC would note the preferred use of granite sett kerbing. Clerk to draft and submit to HBC
(10.02.20) Resolved that BLPC would object to this and related Landscape/layout/plan applications
(28.08.20) Clerk updated on acceptance by NYCC LLFA of Condition 11 (S/W) proposals

On-going tree and enforcement notifications:

- ii. **HBC Status: Registered** [20/02949/TCON|Received 05.08.20|Validated 05.08.20]
 T1 - Willow Tree. Prune back lateral branches overhanging The Birches by 5-6 metres. | The Birches Scarah Lane Burton Leonard HG3 3RS
- iv. **HBC Status: Alleged Breach** [20/00064/PR01]

ACTION

Cllr Bappoo & Clerk

Clerk

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Tree Removal: Primrose House Copgrove Road Burton Leonard Harrogate North Yorkshire HG3 3SJ
 Clerk to ascertain current status with HBC

8. MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COUNCIL WITH QUESTIONS OR COMMENTS

The Clerk reported that time and log-in details for the Zoom PC meeting had been posted on the Parish Noticeboard and website. Notwithstanding, no members of the public logged into the meeting

Clerk

9. COUNCILLORS REPORTS

i. Update on funding bid to NY Police and Crime Commissioner for traffic calming measures

Cllr Townson updated on the bid and its submission

vii. Updated village risk assessment

Cllr Barwick and the Clerk reported back on the current risk assessment update. Only point of note was to re-level a few paving blocks adjacent circular bench closest to BT phone box. Noted that benches could do with cosmetic improvement: moss removal and timber treatment. Agreed that this should progress this year. Clerk to obtain quotes/organsise

Clerk/Cllr
Barwick

viii. Steel gate and footpath issue

To be investigated and NYCC Footpths notified if appropriate

Clerk/Cllr
Townson

10. ITEMS FOR DISCUSSION/REVIEW/ACTION

iii. Standing orders

2019 version to be included on website

Clerk

iv. Road surfacing and gully repairs within village

Clerk confirmed that he had written to thank NYCC

v. Provision of disabled access to upper village green seating area

To be carried forward to next meeting.

Clerk

vi. 2020 Litterpick: 21-22 March 2020

Noted that Litterpick date/time was Saturday 21 March at 10pm. Notice to be placed on village noticeboard and publicised on village Facebook page.

Cllr Bappoo
Cllr Barwick

vii. Uncontrolled dogs

Situation reviewed. Problem seems to have abated

ii. Update on response to HBC re NYCC 'bid' to become a unitary authority

Cllr Townson updated the draft of his letter to HBC. To be circuited to all for comment before sending

Cllr Townson

11. DATES OF NEXT MEETINGS

Clerk to review original 'pre-CV19' meeting schedule and suggest dates for resumption of BLPC meetings via webinar

12. CONFIDENTIAL ITEMS

None

The meeting ended at 5.30pm