

Minutes of the Burton Leonard Parish Council

Wednesday 10th January 2018 at 7.30pm held at St Leonard's Hall, Burton Leonard.

Action

Present

Cllr. P Gravestock (Chairman)

Cllr. P Bappoo, Cllr. A O'Kane, Cllr. H Parry, Cllr. K Townson, Cllr. I Galloway (HBC) E Boddy (Temporary Parish Clerk)

No members of the public attended.

1. Apologies for Absence

Cllr. M Harrison (NYCC), it was noted that the Parish Clerk was unable to attend meetings at present due to ill health.

2. Declarations of Interest in Items on the Agenda

None.

3. Approval of the Minutes from the Previous Meeting held on 4th December 2017

The minutes of the previous meeting held on 4th December 2017 were approved as a correct record. Proposed by Cllr. Cllr. Townson and seconded by Cllr. Parry.

4. Matters Arising from the Previous Minutes

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

5. Planning

Appeals

- i. Appeal Start Date: 17.11.2017 Application reference 6.68.51.H.FULMAJ 17/00078/NREFPP
Appeal Reference APP/E2734/W/17/3181652.
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.
Cllr. P Bappoo advised that a report had been prepared and a request for a hearing made.

Planning Applications

- ii. **Status Refused**
17/04563/FUL | Received: Fri 13 Oct 2017 | Validated: Fri 13 Oct 2017 |
Erection of detached dwelling, formation of access and hardstanding and repositioning of telegraph pole (Revised Scheme) (Site Area 0.045 ha) Greenside Station Lane Burton Leonard Harrogate North Yorkshire HG3 3DG.
- iii. **Approved within specified conditions**
17/04850/FUL | Received: Thu 2 Nov 2017 | Validated: Fri 08 Nov 2017 |
Erection of no. 1 single storey extension. Lime Kilns Farm Limekiln Lane Burton Leonard HG3 3TE.
- iv. **Tree Work in Conservation Area Approved**
17/05034/TCON | Received: Tue 14 Nov 2017 | Validated: Tue 14 Nov 2017
Felling of Monterey Cypress and limb reduction (by 1.5m) of Corsican Pine within Burton Leonard Conservation Area. Fountains House Station Lane Burton Leonard Harrogate North Yorkshire HG3 3RU.
- v. **Tree Work in Conservation Area Approved**
17/05110/TCON Received: Mon 20 Nov 2017 | Validated: Mon 20 Nov 2017
Felling of 1 Maple tree within Burton Leonard Conservation Area within Burton Leonard Conservation Area. The Cobblers Station Lane Burton Leonard Harrogate North Yorkshire HG3 3RW

BURTON LEONARD PARISH COUNCIL

- vi. **The Council unanimously agreed to Option A** – The Parish Council has no objections.
17/05504/FUL Received: Sun 17 Dec 2017 | Validated: Mon 17 Dec 2017 | **Status: Registered**
Erection of detached 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.

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

No questions or comments were received.

7. Finance

- i. The balance of the bank account and statements for 29th November and 29th December 2017 were received and signed by the Chairman.
- ii. Income and Expenditure as at 7th January 2018 was circulated to Councillors at the meeting. Approved and signed by the Chairman.
- iii. Notification of Receipts:
a) No receipts had been received but the bank statement showed payment from NYCC Urban Grass Cutting of £265.33 and £227.43 payment on 28.12.17.
- iv. Invoices Approved for Payment:
a) Payment of Yorkshire Water invoice 9012676901171129 for £151.47 was approved for a BACS payment.
b) Payment of Temporary Clerk, E Boddy for December, £275. Claim sheet for Chairman to sign. Nett pay £225.00 was approved for payment by BACS.
c) HMRC Payment for PAYE £110.00 for the periods November & December 2017 was approved for payment by BACS.
d). SLCC Membership fees for 2017-18 (overdue) for £72.00 (payment due November 2017 extension agreed) approved prior to the meeting had been paid on 04.01.18 cheque no:100125.
e). Payment for The Landscape Design Company for work carried out for the Loxley Appeal Invoice 200 for £300 was approved for payment by BACS.
f). It was noted that the invoice for payment of the hall hire cheque no: 100121 approved at the November meeting had been omitted from the minutes and was now noted.
- v. The Temporary Clerk circulated the proposed budget for 2018-19 which was unanimously agreed.
- vi. The Temporary Clerk circulated the proposed Precept request of £8,933.0 for 2018-19 which was unanimously agreed. The Precept to be sent to HBC. Clerk
- vii. The Commuted Sums Statement from HBC was received and circulated to Councillors. Cllr. Galloway advised that there should be a nominated representative to provide authorisation to request any sums due to the village (with the exception of the Church and Cemetery). The Temporary Clerk was to contact HBC to advise she was to be the Burton Leonard contact. Clerk
- viii. Cllr. Parry reported that she and Cllr. O’Kane were signed on to online banking and would process bank statements and BACS payments.
- ix. The Temporary Clerk advised that the Notice of Conclusion of Audit from PKF Littlejohn had been received. This Notification had to be placed on the website and the noticeboard. Temporary Clerk to action. Clerk

8. Correspondence

- i. List of general correspondence received and circulated prior to the meeting attached. In particular the YALC requested that all Parish Councillors familiarise themselves with information previously issued regarding the Data Protection Act coming into force on 25th May 2018:
LO3-17: The GDPR (general information).
LO4-17: Further information in the GDPR.
LO5-17: Summary of main provisions.
LO6-17: Application of the GDPR to parish meetings.
LO7-17: The payment of fees to the Information Commissioner’s Office.
LO8-17: Privacy notices and the legal basis for processing personal data (issued with correspondence).
LO9-17: General data processing regulation and subject access requests data (issued with correspondence).
Copies of LO3 to LO7 issued to Parish Councillors for information with the Agenda.

BURTON LEONARD PARISH COUNCIL

It was noted that the Parish Council was to appoint a Data Protection Officer. Cllr Gravestock agreed to undertake this role.

Cllr.
Gravestock

- ii. Cllr. Galloway provided a report on the current situation of item 10 on the Correspondence List; Consultation on the Publication Draft Local Plan. He advised that the consultation will start on 26th January and will run until 9th March 2018. He explained the procedure of how to become involved in the consultation. Full details of were contained in the document with appropriate online links. He drew to the Councils attention that this was the last opportunity that there would be to make comments on the Plan

9. Councillors Reports

- i. Grass Verges (reference Agenda Item 8 correspondence item list no: 8).
Cllr. Bappoo reported that cars were no longer parking on the verges. He would respond to the email received from Mr Carrass regarding his enquiry advising the Parish Council would be arranging to re-seed the verges in the spring.

Cllr. Bappoo

- ii. Removal of cut timber from Burton Leonard Lime Kilns
Cllr. Bappoo reported that he had received an email advising a member of the village had witnessed cut timber being removed from Burton Leonard Lime Kilns. Yorkshire Wild Life Trust have been informed. Any further incidents, details need to be passed on to the Trust

- iii. Review of Remedial work on trees in the village
Cllr. Bappoo reported that there were a number of trees around the village that required attention or replacing. These would be identified and remedial work planned in due course. Mrs Ravis had advised by email on 14th December 2017 that there were a number of trees in the Sunnyside Gardens area that had died.

Cllr. Bappoo

- iv. The Water Fountain
Cllr. Townson reported that he had been in discussion with Yorkshire Water regarding the latest water bill and the volume of water (112m³) that was registered at the last reading. The fountain was now turned off to prevent any further water flow. The fountain meter was being monitored and since monitoring commenced the reading was static. Investigation was continuing and the monitoring would continue.

Cllr.
Townson

10. Any Other Business

- i. Parish Council Trees and Benches Annual Inspection and Audit
Cllr. Bappoo advised that the Parish Council Trees and Benches annual inspection and insurance audit, due January 2018 was in hand.

Cllr. Bappoo

- ii. Date Change for 14th May 2018 Meeting
Discussion took place as to the best time to hold the Annual Meeting and it was agreed that the date should be Tuesday 8th May 2018. This meeting would be restricted to the required business of the Annual General Meeting. It was agreed the Annual Parish Meeting would be held in April.

- iii. Defibrillator Update
The Temporary Clerk advised that PCC had confirmed they agreed to the siting of a defibrillator at St Leonards Hall subject to approval from the Diocese, planning permission and fitting requirements. Cllr's Townson and O'Kane undertook to progress the project and the installation of the defibrillator.

Cllr's,
Townson &
O'Kane

- iv. Items for the Parish Magazine.
To include thanks to Richard Clark and Phil Thornhill for assistance with the recent village planning Appeal, seeding of the grass verges, the litter pick date, problem of litter dropping and HBC Draft Local Plan.

Clerk

- v. The Road outside the School
Cllr. Bappoo advised that the issue of maintenance of the road outside the school required action. This affected a number of households as well as the school. It was agreed that consideration should be given to seeing whether some of the householders affected maybe interested in becoming involved in the project. To be considered further at the next meeting.

- vi. Re-election of Councillors.
The Temporary Clerk advised that all Councillors would be due for re-election in May

- vii. Annual Litter Pick
It was agreed that the annual litter pick would be 24th March 2018. The Temporary Clerk would contact Environmental Services at HBC to obtain the necessary equipment. Prior to the issue of the minutes the

Clerk

BURTON LEONARD PARISH COUNCIL

date for the litter pick was changed to Saturday 17th April 2018. Councillors had the new date notified by email.

11. Dates of Next Meetings

- iii. Monday 5th February 7.30pm
- iv. Monday 5th March 7.30pm

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...5th February 2018

BURTON LEONARD PARISH COUNCIL Correspondence Received

Committee Meeting 10th January 2018 at 7.30 pm

Item No:	Date	Subject	Date of Issue	Method	Issued by
1	22.12.17	APPLICATION OF REFERENDUM PRINCIPLES IN THE NEXT THREE YEARS	02.01.18	Email	Clerk
2	22.12.17	Latest edition of White Rose Update Newsletter.	02.01.18	Email	Clerk
3	22.12.17	APPLICATION OF REFERENDUM PRINCIPLES IN THE NEXT THREE YEARS	02.01.18	Email	Clerk
4	22.12.17	The provisional 2018-19 local government finance settlement Consultation Paper RAISING AWARENESS OF THE POTENTIAL FOR BIRD FLU	02.01.18	Email	Clerk
5	22.12.17	GENERAL DATA PROTECTION REGULATION (GDPR) – COMING INTO FORCE ON 25 MAY 2018 LO8-17 PRIVACY NOTICES AND THE LEGAL BASIS FOR PROCESSING DATA LO9-17 GENERAL PROCESSING DATA REGULATION AND SUBJECT ACCESS REQUESTS	02.01.18	Email	Clerk
6	22.12.17	GENERAL DATA PROTECTION REGULATION (GDPR): DATA PROTECTION OFFICER – NALC LEGAL BRIEFING L10-17	02.01.18	Email	Clerk
7	22.12.17	HBC Commuted Sums – December 2017	02.01.18	Email	Clerk
8	23.12.17	Clive Carass – Grass verge at 2 Sunnyside gardens	02.01.18	Email	Cllr. Bappoo
Correspondence Issued after the Agenda					
9	05.01.17	Invitation to attend Community Rights Workshop	08.01.18	Email	Clerk
10	08.01.18	Consultation on HBC Draft Local Plan	08.01.18	Email	Clerk
11	09.01.18	Induction Training Day for Newer Clerks	09.01.18	Email	Clerk
12	09.01.18	PFK LITTLEJOHN LLP - EXTERNAL AUDIT TRAINING WEBINAR, 23 JANUARY 2018	09.01.18	Email	Clerk
13	09.01.18	DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT - CONSULTATION ON A REVIEW OF PARK HOMES LEGISLATION	09.01.18	Email	Clerk
14	09.01.18	NALC CHIEF EXECUTIVE'S BULLETIN NO. 1: 1-5 JANUARY 2018	09.01.18	Email	Clerk