

BURTON LEONARD PARISH COUNCIL
PARISH CLERK, MRS SYBIL WHITING
17 GROSVENOR PARK, BOROUGHBIDGE ROAD,
RIPON, NORTH YORKSHIRE, HG4 1UF
TELEPHONE NUMBER 01765 698565 email address clerk4bl@outlook.com

MINUTES OF THE BURTON LEONARD PARISH COUNCIL MEETING
HELD IN ST LEONARD'S HALL, BURTON LEONARD ON MONDAY 5 JUNE 2017
DRAFT COPY

1. **PRESENT** Cllr P. Gravestock;(Chairman) Cllr H. Parry; Cllr P. Bappoo; Cllr A. Okane; Cllr K. Townson ; Cllr M. Harrison (NYCC) 15 members of the public and Sybil Whiting Parish Clerk.
2. **APOLOGIES** – Cllr I. Galloway (HBC)
3. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** - None
4. **MINUTES OF THE LAST MEETING** The Annual Parish Meeting held on Monday 8 May 2017. The Annual Meeting Held on Monday 8 May 2017 and the monthly Parish Council Meeting. Proposed by Cllr K. Townson seconded by Cllr A. O’Kane and all Councillors present as a true and accurate copy and signed by Cllr Gravestock Chairman
5. **MATTERS ARISING FROM LAST MEETING:-**
 - (a) Vehicle parked on Station Lane – Parish Clerk rang the police who suggested contacting DVLA
 - (b) Access Road/Footpath to the school – Cllr Gravestock is still trying to contact Chris Whapples. Cllr Parry passed on details of a local resident who is willing to help with this on going situation when she retires from work.
 - (c) Web page & Transparency Fund – Cllr Gravestock had been in contact with HBC as the monies given from the Transparency Fund had not been used for a new website, as the BL Councillors unanimously agreed that we would use the existing BL village website as the platform, thus some monies may need to be paid back (potentially £780). Action PG and SW.
6. **PLANNING**
 - (a) **HBC PLANNING APPLICATION DCPARISH 6.68.181.A.FUL 17/01931/FUL** For erection of single story rear extension, single storey side/infill extension, front porch and bin store. For Mr & Mrs K. Walton, 7 Wigby Close, Burton Leonard Harrogate HG3 3SR After discussing this application Councillors voted option “B” The Parish Council has no objections.
 - (b) **HBC PLANNING APPLICATION DCPARISH 6.68.130.E.DVCON 17/01875/DVCON** Variation of condition 2 of Planning Permission 15/02676FUL to allow resiting of boundary walls. For Mr & Mrs Whapples, Northfields, Station Lane, Burton Leonard, Harrogate HG3 3RU – Councillors asked the Parish Clerk to obtain more information and copy with the boundry clearly marked.
7. **MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COUNCIL WITH QUESTIONS OR COMMENTS** – None
8. **FINANCE:-**
 - BALANCE OF BANK ACCOUNT** Parish Clerk has not received the Bank statement for the end of May statement from the Bank. When the statement arrives the Parish Clerk will send out an updated Income and Expenditure sheet to each Councillor.
 - (b) **INVOICES APPROVED FOR PAYMENT:** Clerks Salary £ £681.30, Clerks Expenses £155.98. Internal Audit of accounts. Mr M. Collins £50.00. Mr Bean (Transparency Funds 3 hours training with Parish Clerk) £60.00. Hire of Hall for PC meetings £160.00
MONIES RECEIVED - Cllr Bappoo handed over £455.00 which is toward the Landscape and Visual Impact Assessment.

Invoice received for Hire of the hall for meeting – hours were considered to be wrong and so Parish Clerk would liaise.

The Parish Clerk gave each Councillor a copy of the “NOTICE OF PUBLIC RIGHTS”. Which was placed on the notice board on Monday 5 June 2017 for anyone living in Burton Leonard to contact the Parish Clerk and arrange to see the Burton Leonard Parish Council's Account for 2016/2017

At the April Parish Council Meeting Cllr Bappoo proposed employing a Landscape Specialist Assessment to help put the village's case, this was agreed, which is recorded in the April 2017 minutes.

Cllr Bappoo emailed the Parish Clerk and other Councillors on 11 April 2017 informing us of the appointment of Rosemary Mitchell to carry out the assessment with a cost estimate of £800 to £900, it was hoped that this money would be funded by donations from Villagers, but the Chairman agreed to underwrite it from the PCC's funds. The Parish Clerk would put the words sent by Cllr Bappoo and agreed by the Councillors into the next Parish Magazine asking for donations. To date £455 had been raised (£280 in cash and £175 in cheques).

Email correspondence via the Councillors had agreed to increase the spend to £1,050.00 so the report could be adapted to suit both the developers proposals – this sum was agreed by all Councillors. The invoice of £1,050 was passed to the Parish Clerk to pay with all Councillors agreeing to pay the Invoice for £1,050.00 proposed by Cllr Bappoo, seconded by Cllr Gravestock and agreed by all Councillors.

INTRODUCTION OF 3 MONTHLY INTERNAL AUDIT OF PARISH COUNCIL ACCOUNTS. Parish Clerk also RFO (Responsible Finance Officer) would like to set up a system where two councillors would check the accounts every three months. All Councillors agreed to this proposal at the July meeting to check the Parish Council's accounts for the first three months April, May and June. Cllr O'Kane and Cllr Townson were proposed by Councillors. The Parish Clerk would bring this new audit check paperwork to the next meeting on Monday 3 July 2017 at 7.15pm to meet Cllrs O'Kane and Townson.

DELEGATED POWERS – Cllr Bappoo was given delegated Powers to deal with any trees that the parish council are responsible for and for various reasons become dangerous and need urgent attention, get in touch with a reputable company to make the tree safe. Cllr Bappoo must inform the Parish Clerk as soon as possible, so that she can advise the Department at HBC as Burton Leonard is in a conservation area.

The Parish Clerk raised concerns over the Parish Council info going on the Village website. To allay this fear Councillor Townson would prepare a plan covering all eventualities and teach the Parish Clerk to make PDF documents, so nothing could be altered. Councillor Townson was unanimously given Delegated Powers to move this forward.

9. CORRESPONDENCE:-

(a) Letter from Yvonne Watson asking for permission to use Low Green for The Burton Feast 8 July 2017, the Fair will be arriving on 2/3 July for a week. Permission was granted.

(b) The Parish Clerk informed the meeting that the money towards the village de-fib had come through from Councillor Harrison. The Parish Clerk would inform Derek Clarke, the Area Co-ordinator.

10. HIGHWAYS

Cllr Townson is to contact Highways at NYCC Area 6 to tell them of the holly tree on the grass verge near the Church and let the Parish Clerk know the outcome.

11. COUNCILLORS REPORTS:- Cllr Harrison gave a report on the recent election of Councillors to NYCC

12. ITEMS NOT ON THE AGENDA FOR DISCUSSION OR INFORMATION ONLY –

- a. Letter from Tom Swinhoe about his work on stonewalling, noted and filed.
- b. Letter from Seafarers publicising the work – noted and filed
- c. Information from the MOD on the flying of a flag on Help The Heroes Day” - noted and filed.
- d. Information from CAB - New permanent address – The previous site on Duck Hill, Ripon

12. ITEMS NOT ON THE AGENDA FOR DISCUSSION OR INFORMATION ONLY – None

13. ITEMS FOR THE AGENDA FOR THE NEXT MEETING

14. DATE OF NEXT MEETING – MONDAY 3 JULY 2017 AT 7.30 PM IN ST LEONARD'S HALL, BURTON LEONARD

15. CONFIDENTIAL ITEMS – None

16. CLOSE OF MEETING – 9.35pm