

## BURTON LEONARD PARISH COUNCIL

Notice is hereby given that the Annual Meeting of Burton Leonard Parish Council will be held at St Leonards Hall on Wednesday 9<sup>th</sup> May 2018 commencing at 7.30pm

### AGENDA

#### Welcome and Introductions

The retiring Chairman to welcome those present

#### 1. Burton Leonard Parish Council/Declaration of Office/Register of Interests

- i. To note the composition of the Council following the elections of 3rd May 2018.
- ii. Councillors to sign Declaration of Office Forms and acceptance of Office.
- iii. Councillors to note obligation to register interests in accordance with the Relevant Authorities (Disclosable pecuniary Interests) Regulations 2012.

#### 2. Apologies

To note apologies from those councillor's absent from the meeting.

#### 3. Election of Chair

- i. To elect the Chairman for the forthcoming year.
- ii. The Chairman to sign the Declaration of Office Form.

#### 4. Minutes of the Previous Meeting of 9<sup>th</sup> April 2018

- i. Approval of the Minutes of the Meeting on 9<sup>th</sup> April 2018
- ii. Matters Arising from the Minutes not covered by the Agenda.

#### 5. Planning

Appeals:

- i. Status: HEARING DATE: POSTPONED  
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.
- ii. Status: HEARING DATE – NOT SET | Start date 28<sup>th</sup> 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 hardstanding and repositioning of telegraph pole (Revised Scheme) (Site Area 0.045 ha).

Planning Applications:

- iii. Status: Confirmation of discharge of condition 26.03.18  
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
- iv. Status: Refused 13.04.18  
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.*

**AGENDA cont/.**

- v. Status: Pending Consideration  
17/01006/OUTMAJ | Received 06.03.17 | Validated 21.03.17 2017  
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 8<sup>th</sup> May 2017 documents: 8811146, 8811147, 8811149.*
- vi. 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.
- vii. Status Condition Discharged 27.04.18  
18/01397/DISCON | Received 04 04 18 | Validated 09. 04. 18  
Application for approval of details required under condition 3 (material samples) of planning consent 6.68.59.J.FUL - Erection of detached three-bay oak framed garage and installation of coursed limestone to the gable elevation. Jonty Beck House Apron Lane Burton Leonard Harrogate North Yorkshire HG3 3SY
- viii. Status Pending Consideration  
18/01597/TCON | Received 18.04.18 | Validated 18.04.18  
Felling of 2 Catoneaster trees, 5 Holly trees and selective pruning of 1 Holly tree within Burton Leonard Conservation Area. Green Gables Mill Lane Burton Leonard HG3 3SH.

**6. Members of the Public are invited to Address the Council with Questions or Comments**

**7. Finance**

**Accounts for the Year ending 31<sup>st</sup> March 2018**

- i. To note the Annual Internal Audit Report for the Internal Auditor.
- ii. To approve Section 1 (Annual Governance Statement 2017/18) of the Annual Return.
- iii. To approve Section 2 (Accounting Statements 2017/18) of the Annual Return.
- iv. To approve the Balance Sheet for 2017-18.
- v. To approve the Income and Expenditure record for 2017-18.
- vi. To approve the Bank Reconciliation Proforma.
- vii. To approve the Register of Assets dated 9<sup>th</sup> May 2018 as a correct record circulated to councillors April meeting.
- viii. To adopt the Risk Assessment Strategy dated 9<sup>th</sup> April 2018 circulated to councillors April meeting.
- ix. To adopt the BLPC Financial Regulations.
- x. To agree the banking arrangements for the year and to agree any changes to the nominated signatories.
- xi. To confirm that the Temporary Acting Clerk is the Responsible Finance Officer.

**General Finance**

- xii. To receive the bank statement, balance £11,446.19 dated 27.04 for £15,598.47, to be signed by the Chairman.
- xiii. To receive and sign the Income and Expenditure for 27<sup>th</sup> April 2018.
- xiv. To note the proposed insurance cover and determine whether it is adequate circulated to councillors 20.04.18.
- xv. To agree the Clerks Salary and level of expense – 2018-19 National Salary Award issued to councillors on 24.04.18.

**AGENDA cont/.**

**Receipts**

- xvi. To note the receipt of the first payment of the precept to be paid on 27.04.18 value £4,467.00.
- xvii. To note that the VAT re-claim of £250.98 to be made for the financial year 2017-18.

**Payments**

- xviii. To approve payment of Temporary Clerk, E Boddy for April for £275. Nett pay £210.00. Payment BACS to be actioned. The Chairman to sign the Temporary Clerks pay claim for May 2018.
- xix. To approve payment of invoice dated 18.04.18 of £393.72 for Came & Co by BACS. The Temporary Clerk is required to confirm of acceptance of terms in writing if cover is approved for validation of the insurance.
- xx. Approve payment for the village hall for the meeting of 9<sup>th</sup> May. Cheque to be raised at meeting, signed ready for issue.

**8. Correspondence**

- i. List of general correspondence received and circulated prior to the meeting attached.

**9. Councillors Reports**

- i. Defibrillator update. Cllr Townson
- ii. School Access Road (email issued by Clerk on 19.04.18) reference legal implications to be considered for village greens. Cllr Townson
- iii. Village Green Path – quotations received circulated to Councillors 10 & 11.04.18. All
- iv. Dolly Walk – unsafe wall reference email Cllr. Townson circulated to councillors 17.04.18 Cllr Townson
- v. General Data Protection Regulation. All
  - a) Registration with ICO.
  - b) Project Management of BLPC requirements.
  - c) Training for GDPR.
- vi. Movement of the Dog poo bin on the green near Scarah Lane to near the salt bin. Cllr Bappoo
- vii. Receipt of Public Liability Insurance Certificate from Dementia Forward to use the low village green for their 'Great Get Together'
- viii. Received quotations for installation of bollards to the lower village green and replacement for Peter Lane, circulated to Councillors 10 & 11.04.18. All

**10. Any Other Business**

- i. Completion of Survey for Vehicle Activated Signs sent online by the Temporary Clerk on 14.04.18. All
- ii. Drainage on the lower village green. All
- iii. Update of Councillor details for the website email sent by the Temporary Clerk on 28.04.18. All
- iv. Tree donation for the lower village green. Cllr Bappoo
- v. Attendance at Parish Consultation Meeting 28<sup>th</sup> June 2018 and issues to raise. Cllr Townson
- vi. Attendance at the Parish Council Workshop Cllr Townson and Barwick to attend 23.05.18 if workshop is run. Cllrs Townson & Barwick
- vii. Response to NYCC regarding Parish Council Archives circulated 24.04.18. All
- viii. Finalise advertisement for the Parish Clerk and determine where the advert should be placed. All
- ix. Items for the Parish Magazine. All

**11. Dates and Times of Meetings for the forthcoming year**

All meetings will commence at 7.30pm and take place in St Leonards Hall unless notified otherwise.

Monday 4<sup>th</sup> June 2018

Monday 2<sup>nd</sup> July 2018

Monday 3<sup>rd</sup> September 2018

Monday 1<sup>st</sup> October 2018

**BURTON LEONARD PARISH COUNCIL**

**AGENDA cont/.**

Monday 5<sup>th</sup> November 2018

Monday 3<sup>rd</sup> December 2018

Monday 7<sup>th</sup> January 2019

Monday 4<sup>th</sup> February 2019

Monday 4<sup>th</sup> March 2019

Monday 1<sup>st</sup> April – The Annual Parish Meeting commencing at 7pm to be followed immediately by the  
Parish Council Meeting

Monday 13<sup>th</sup> May 2019 – The Annual Meeting of the Parish