

Minutes of the Burton Leonard Parish Council

Monday 4th December 2017 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, E Boddy (Temporary Parish Clerk)

4 members of the public.

1. Apologies for Absence

Cllr. M Harrison (NYCC), Cllr. I Galloway (HBC) and 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 6th November 2017

The minutes of the previous meeting held on 6th November 2017 were approved as a correct record. Proposed by Cllr. P Gravestock and seconded by Cllr. Townson.

4. Matters Arising from the Previous Minutes

i. Defibrillator

Linda Milsom, a representative from the Community Defibrillation Office (ABL and North West Yorkshire) gave a presentation of the use of the defibrillator the PC hopes to purchase. She also explained the location require to fit the case and that planning permission would be required to get the defibrillator fitted externally to a building plus the maintenance costs. The PC thanked Linda for her very helpful and informative presentation. Cllr Bappoo agreed to check the costs of installation. The Temporary Parish Clerk will contact the church wardens to ascertain whether the defibrillator could be sited on an external wall at St Leonard's Hall.

Cllr
Bappoo
TPC

5. Planning

- i. It has been requested that the correspondence of planning applications/information be re-directed to the Temporary Parish Clerk.

Appeals

ii. Appeal Dismissed 01.12.17

APP/E2734/D/17/3181917 | Application reference 6.68.187.FUL 17/00082/HOUSER

Erection of single storey, two storey, first floor and dormer extensions, replacement roof, porch and chimney, alterations to fenestration, demolition of garage, formation of additional parking and felling of trees in the Burton Leonard Conservation Area. Green Gables Mill Lane Burton Leonard Harrogate North Yorkshire HG3 3SH

iii. 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 reported that instructions on how villagers could appeal had been drafted and a copy was circulated for information. These instructions would be circulated by Councillors throughout the village and hopefully as many people as possible would register their opposition to the application. It was preferable that objection be made online however it was possible to send by post. A list of suggested objections was included in the leaflet. Assistance in the processing of opposing the Application was being given by a member of the village who is experienced in planning matters. It was intended that an application be made by the village to request a hearing rather than have an appeal. Cllr. Townson agreed

All

Cllr.
Townson

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to post all details on the Burton Leonard Facebook page.

Planning Applications

- iv. Noted:
17/03785/FUL | Received: Wed 23 Aug 2017 | Validated: Wed 06 Sep 2017 | **Status: Application Permitted** Formation of access and track, installation of gate and removal of 3.5 metres of hedgerow. Firlands Farm, Apron Lane, Burton Leonard, HG3 3SY.
- v. Noted:
17/041412/DISCON | Received: Mon 18 Sept 2017 | Validated: Wed 18 Oct 2017 | **Status: Confirmation of discharge of condition.**
Application for approval of details required under condition 3 (Sample materials) of planning permission 17/03094/FUL- Erection of replacement dwelling and detached garage. Site of Field House Mill Lane Burton Leonard.
- vi. Reply period extended for Parish Council response
17/04563/FUL | Received: Fri 13 Oct 2017 | Validated: Fri 13 Oct 2017 | **Status Registered**
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. All
Councillors objected to the Application and unanimously agreed to prepare a reply approved by all Councillors to be issued to HBC prior to the next meeting.
- vii. Noted
17/04653/TCON | Received: Fri 20 Oct 2017 | Validated: Fri 20 Oct 2017 | **Status: Decided Tree Work in Conservation Area Approved.** Felling of 1 Willow (T1) to rear of property within Burton Leonard Conservation Area. The Old Hall Burton Leonard Harrogate HG3 3SD.
- viii. **Reply period extended for Parish Council response to 10th December**
17/04850/FUL | Received: Thu 2 Nov 2017 | Validated: Fri 08 Nov 2017 | **Status: Registered**
Erection of no. 1 single storey extension. Lime Kilns Farm Limekiln Lane Burton Leonard HG3 3TE.
The Council voted unanimously for Option A – The Parish Council has no objections
- ix. **17/05034/TCON** | Received: Tue 14 Nov 2017 | Validated: Tue 14 Nov 2017 | **Status: Registered.** TPC
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.
- x. **17/05110/TCON** Received: Mon 20 Nov 2017 | Validated: Mon 20 Nov 2017 **Status: Registered**
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
- xi. **TPO 26/2017/-** Land to the rear of The Lilacs, Copgrove, Burton Leonard, HG3 3SJ
Tree Preservation order 17.11.2017

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 external auditor's comments for the Annual Return for year ended 31st March 2017 were received. These comments would be posted on the PC website. An explanatory note detailing that the reason for not meeting the publication deadlines stating that due to the Parish Clerk's long term absence a number of administrative jobs had been delayed. TPC
- ii. No bank statements had been received. See Agenda item 7. xi. below.
- iii. An estimated Income and Expenditure record as at 4th December 2017 was circulated to Councillors and signed by the Chairman.
- iv. Notification of Receipts:
- a) No receipts had been received.
- v. Invoices Approved for Payment:

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- a) Yorkshire Water invoices:70904 £15.26 and 70613 £9.49 cheque no: 100119 total value £24.75. The Temporary Clerk reported that a further invoice had been received for £176.22 based on a reading. This was approximately 2 years usage in a 3 month period. Cllr's. Bappoo and Townson undertook to investigate the issue. Cllr's Bappoo & Townson
- b) Payment of Temporary Clerk, E Boddy £275 plus expenses £20.74. Claim sheet and receipts for expenses received. Nett pay and expenses £240.74 cheque no:100123. PAYE of £55.00 to be held on reserve to be paid to HMRC.
- c) Noted PKF Littlejohn LLP external auditors invoice £0.00.
- d) Farm & Land Services Ltd Invoice 4897 £186.00, cheque no: 100124.
- vi. It was unanimously agreed that the employee contact for the Pension Automatic Enrolment Scheme should be changed to record the Temporary Clerks name and address TPC
- vii. It was unanimously agreed to accept the quotation from Land and Farm Services Ltd for grass cutting for 2018-19 at £78.50 plus VAT for 14 cuts. The Temporary Clerk to confirm in writing the acceptance.
- viii. The Clerk confirmed that the PC would receive a grant from NYCC for urban highway grass cutting for 2017-18 for £227.42 and that the previous year's grant would also be claimed for £265.33. It was anticipated that payment would be received in December. TPC
- ix. The Temporary Clerk circulated to the Councillors a draft budget for 2018-19 for consideration. The figures presented were discussed and it was agreed that the Councillors would liaise prior to the next meeting prior to the next meeting so that the budget could be confirmed at the January meeting ready for the Precept calculation for 2018-19. All
- x. The Precept Calculation has been deferred pending the agreement of the budget.
- xi. Re-direction of delivery of Bank Statements
Cllr. Parry had visited the bank to obtain copies of statement but the bank did not release them requiring two signatories to be present. Letters had been issued requesting statements be sent to the Chairman but none had been received. A further letter had been issued requesting the statements be sent to Cllr. Parry.
- 8. Correspondence**
- i. List of general correspondence received and circulated prior to the meeting attached.
- 9. Councillors Reports**
- i. Cllr. Bappoo reported that since the visit of the Community Police Officer parking on the verges had ceased.
- 10. Any Other Business**
- i. Cllr. Bappoo advised that he would undertake the Parish Council Trees and Benches annual inspection and insurance audit, due January 2018. Cllr. Bappoo
- ii. The Temporary Clerk advised that she would not be available for the date of the May meeting due to a commitment previously agreed prior to accepting the job of Clerk. It was agreed that the Clerk would look at re-scheduling the May meeting date and report back to the next meeting.
- iii. The Clerk advised the deadlines for the Parish magazine was 14th December. Cllr Bappoo requested that a thank you was put in for Slater Walker who had kindly printed free of charge the Loxley planning objection sheet that would be circulated. TPC
- iv. It was noted the bulbs had been planted in November ready for Spring.
- v. Cllr's, Townson, Parry and O'Kane agreed to meet on 9th December to put up the village Christmas tree lights. Cllr's, Townson, Parry & O'Kane
- 11. Dates of Next Meetings**
- ii. Monday 8th January 7.30pm
- iii. Monday 5th February 7.30pm

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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...4th December 2017

Signed.....

Date...4th December 2017

BURTON LEONARD PARISH COUNCIL Correspondence Received

Committee Meeting 4th December 2017 at 7.30 pm

Item No:	Date	Subject	Date of Issue	Method	Issued by
1	03.11.17	NALC Bulletin 39: 3 November 2017-features reports from the NALC Conference held over 30 and 31 October.	13.11.17	Email	Clerk
2	10.11.17	NALC Bulletin 40 -latest bulletin, of particular note is further legal guidance on the General Data Protection Regulations (GDPR)	13.11.17	Email	Clerk
3	10.11.17	National Association of Local Councils Diversity Commission: Request for your Help	15.11.17	Email	Clerk
4	20.11.17	External Auditors Report & Certificate	20.11.17	Email	Clerk
5	13.11.17	Reply from Community Beat Manager, North Yorkshire Police, regarding parking on verges	20.11.17	Email	Cllr. Bapoo
6	22.11.17	Notification of the external auditor appointments for 2017/18 financial year	22.11.17	Email	Clerk
7	27.11.17	NYCC Street Lighting Improvement Project	27.11.17	Email	Clerk
8	28.11.17	YAS Charitable fund regarding a Defibrillator	28.11.17	Email	Clerk
9	28.11.17	NALC Bulletin 42: 24 November 2017	28.11.17	Email	Clerk
10	28.11.17	Council Matters Autumn 2017	28.11.17	Email	Clerk
		Correspondence sent after Agenda issued			
11	30.11.17	Agenda and Notice for County Area Committee for the Harrogate District	30.11.17	Email	Clerk
12	01.12.17	Minerals and Waste Joint Plan – Notification of Submission	02.12.17	Email	Clerk
13	04.12.17	NALC Bulletin 42	04.12.17	Email	Clerk