

# BURTON LEONARD PARISH COUNCIL

Minutes of the Annual Meeting of Burton Leonard Parish Council  
Monday 4th June 2018 at 7.30pm held at The Old Post Office, Burton Leonard.

Action

## Present

Cllr. Cllr. K Townson (Chairman)  
Cllr. P Bappoo, Cllr. H Parry, Cllr. A O’Kane, Cllr. Z Metcalfe, E Boddy Temporary Clerk  
No members of the public attended.

### 1. Apologies for Absence

Cllr. F Barwick and Cllr. M Harrison

### 2. Declarations of Interest in Items on the Agenda

i. Cllr H Parry – potential new path near school and school access road.

### 3. Approval of the Minutes from the Previous Meeting held on 9<sup>th</sup> May 2018

The minutes of the previous meeting held on 9th May 2018 were approved as a correct record. Proposed by Cllr. Bappoo and seconded by Cllr. O’Kane.

### 4. Matters Arising from the Previous Minutes

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

### 5. Planning

Appeals

#### i. Status: HEARING DATE: 18<sup>th</sup> July 2018 10.00am

**The Mount Batten Room, Cairn Hotel, Ripon Road, Harrogate**

Application reference: 6.68.51.H.FULMAJ 17/00078/NREFPP

**Appeal Reference: APP/E2734/W/17/3181652**

Appeal Start Date: 17 November 2017

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.

Notices to be placed on the website, parish magazine, village website to encourage villagers to attend the hearing.

Cllr. Bappoo advised that there would be two representatives speaking on behalf of the village and parish council at the appeal. Consideration was being given to a third consultant being asked to speak.

#### ii. Status: REFUSED

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 hard-standing and repositioning of telegraph pole (Revised Scheme) (Site Area 0.045 ha).

Planning Applications

#### iii. Status: Pending Consideration

17/01006/OUTMAJ | Received 06.03.17 | Validated 21.03.17 201

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.*

All

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Noted that the commuted sums calculation for the application had been received and showed the plan was for 42 three-bedroom houses. Cllr. Metcalfe undertook to find out whether the development plans had been changed.

iv. Status: **Refused 14.05.18**

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.

*Option C – The Parish Council has concerns that there could be an overbearing influence on the neighbouring properties.*

v. Status: **Approved**

18/01597/TCON | Received 18.04.18 | Validated 18.04.18

Felling of 2 Cotoneaster trees, 5 Holly trees and selective pruning of 1 Holly tree within Burton Leonard Conservation Area. Green Gables Mill Lane Burton Leonard HG3 3SH.

It was noted that the PC had not received any paperwork on this from HBC apart, from a letter from the arboriculture officer.

vi. Status Pending Consideration

18/01718/FUL. | Received: Thu 26 Apr 2018 | Validated: Thu 26 Apr 2018

Erection of stables and tack room.

Field House Mill Lane Burton Leonard Harrogate North Yorkshire HG3 3SH

vii. Status Pending Consideration

18/0172/FUL | Received 26.04.18 | Validated 26.04.18

Formation of access and track, installation of gate and removal of 3.5metres of hedgerow (revised scheme). Firlands Farm, Apron Lane, Burton Leonard HG3 3SY.

*Option A – The Parish Council has no objections*

Clerk

viii. Status Pending Consideration

18/01422/FUL | Received 05.04.18 | Validated 16.04.18

Installation of pitched roof to existing extension and alterations to fenestration. High Green Scarah Lane Burton Leonard Harrogate North Yorkshire HG3 3RW

*Option D – The Parish Council supports the application.*

ix. Status Pending Consideration

18/01667/FUL | Received: Mon 23 Apr 2018 | Validated: Tue 08 May 2018

Erection of single storey extension; Installation of Dormer extension. Erection of garage. Lime Kiln Cottage Limekiln Lane Burton Leonard Harrogate North Yorkshire HG3 3TE

*Option B – The Parish Council objects: The parish council has no objections to the house extension but objects to the scale and proportion of the garage building in relation to the size of the property and also the impact that such a building would make to the landscape on a greenfield site that is part of the Ripon Rowel.*

Clerk

x. Duplicated Item on the agenda see agenda item vi.

xi. Status: Pending Consideration

18/02094/DVCON | Received: Thu 17 May 2018 | Validated: Thu 17 May 2018

Application for the variation of condition 2 (approved drawings) of planning permission 15/04400/FUL (Demolition of bungalow and outbuildings and erection of 1 dwelling (Site Area 0.5 ha.) to allow amendments to proposed dwelling. Curlew Common Balk Lane Burton Leonard Harrogate North Yorkshire HG3 3ST

*Option D – The Parish Council supports the application.*

Clerk

xii. Status Pending Consideration

18/02047/FUL | Received: Fri 18 May 2018 | Validated: Sat 19 May 2018

Erection of single storey and dormer extensions and replacement roof, alterations to fenestration and demolition of existing garage and conservatory (Revised Scheme). Green Gables Mill Lane Burton Leonard HG3 3SH.

*Option B – The Parish Council objects as the design is overbearing to neighbouring properties and out of character for the street scene and the character of the village.*

Clerk

Clerk

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### xiii. Status Pending Consideration

Ref. No: 18/02076/FUL | Received: Fri 18 May 2018 | Validated: Tue 29 May 2018

Erection of single storey extension and demolition of existing extension. Thornfield Farm Apron Lane

Burton Leonard Harrogate North Yorkshire HG3 3SY

*Option D – The Parish Council supports the application.*

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

There were no members of the public present at the meeting.

### 7. Finance

i. To receive the bank statements to 1<sup>st</sup> June 2018 to be signed by the Chairman, bank balance £14,855.75.

ii. To receive Income and Expenditure 14<sup>th</sup> May 2018 circulated to Councillors with the Agenda. At the meeting an updated I & E was tabled, balance £14,855.75 as at 1<sup>st</sup> June 2018 signed by the Chairman.

iii. The Temporary Clerk reported that the VAT reclaim for 2017-18 had been value £250.98.

iv. Notification of Receipts

No receipts had been received.

ClIr O’Kane

v. Invoices to Approve for Payment

a) Payment of Temporary Clerk, E Boddy for March for £275 and expenses for £31.52 was approved.

Claim sheets signed by the Chairman. Nett pay £246.00, plus expenses invoice 708710 D3 Office Group Ltd value £26.28 and receipts for postage and envelopes value, £ 5.24. Payment BACS.

b) Payment of EurAudit invoice 0318010005, value £60 for payroll services was approved.

c) Payment of Farm and Land Services Ltd, invoice 5032, value £212.40, for grass cutting was approved.

d) Payment of Yorkshire Ambulance Service Charity invoice value, £999.00 for defibrillator unit was approved. This will use the grant provided by ClIr Harrison's Locality Budget Defibrillator Grant of £800 held on reserve.

e) Payment of invoice value £50 for the auditor, Mrs M Barker was approved. Payment to be donated to Burton Leonard Sports Field Trust. Payment BACS.

f) Payment of Yorkshire Water invoice 180525 for £5.63 was approved.

all  
payments  
to be  
actioned  
by  
ClIr O’Kane

vi. It was noted that the June quarterly review of the budget for 2018-19 had been circulated to Councillors with the Agenda. No questions were raised.

vii. Signatories for the Bank and Bank Statement Access

ClIr O’Kane to put ClIr Barwick as a signatory to the bank and authorise the Temporary Clerk to be able to view the bank account.

ClIr O’Kane

viii. ClIr. Metcalfe provided advice as to the opportunity to register those areas the parish would like to see commuted sums allocated to and will request the commuted sums record for Burton Leonard from Harrogate District Council.

ClIr Metcalfe

### 8. Correspondence

i. List of general correspondence received and circulated prior to the meeting was noted is attached to the minutes.

### 9. Councillors Reports

i. Defibrillator Update

ClIr Townson reported that once payment had been made to YAS delivery of the defibrillator would be approximately 2 weeks. Installation was organised for St Leonards. Training would be provided with the new defibrillator. It was noted that a monitoring form was required to be completed and returned to NYCC.

ClIr Townson

ii. School Access Road

It was agreed that ClIr. Townson would approach NYCC regarding the state of the road and to try and obtain funding for repairs.

ClIr Townson

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- iii. Village Green Footpath  
Cllr. Bappoo to request Farm and Land Services Ltd to roll the area to smooth the ruts in the ground. He would arrange for this to take place prior to the Burton Leonard Feast Day. He would also take responsibility for monitoring and organising the cutting and general work on the greens. Cllr Bappoo
- iv. Drainage on the Lower Village Green  
Cllr Townson explained the investigations that had taken place with Yorkshire Water regarding the water problem. After much work it had been identified that there were two problems. The water on the green was caused by a damaged water pipe and a further problem was identified with a sewage pipe. Of significant concern was whether the green would be safe for use for the feast day. Yorkshire Water had given dates for dealing with the broken surface sewer pipe after 7<sup>th</sup> July. The fresh water pipe repair would be within the next 28 days. This would mean that it was unlikely that the repair would be carried out giving sufficient time for the land to dry out in time for the feast. It was agreed that Cllr Townson would make the Feast committee aware of the problem and advise them that it would not be possible for the fairground to be sited on the lower green. Cllr Townson  
It was also noted and thanks expressed to Nick Sambidge who had worked extremely hard on resolving the problem and been of tremendous help in identifying the pipework on the green.
- v. Potentially Dangerous Wall on Dolly Walk  
Cllr. Townson advised he had not received a reply from the North Yorkshire Pathways officer and would now chase a reply with NYCC. Cllr Townson
- vi. General Data Protection Regulations  
It was noted that Parish Councils are not required to have a Data Protection Controller. It was noted that work remained to be carried out to meet the requirements of GDPR Cllr Bappoo
- vii. Positioning of the Dog Poo Bin on the green near Scarah Lane  
Cllr Bappoo reported that this would be progressed.
- viii. Change of type of Bollard Design on Peter Lane  
Mr P Gravestock had undertaken to check whether the design could be changed. Cllr. Bappoo advised he would liaise with Mr Gravestock to ascertain progress. Cllr Bappoo
- ix. Tree Donation  
Cllr. Townson reported that as yet the tree had to be delivered. Agreement had been reached as to the positioning of the tree. The WI would be organising a planting ceremony. Cllr Townson
- 10. Any Other Business**
- i. Harrogate District Local Plan Publication Draft  
No updates.
- ii. Councillors Areas of Responsibility  
It was noted that currently there was a large workload for the parish council it would be helpful for councillors to take responsibility for specific areas. A list of areas agreed at the meeting were noted by the Temporary Clerk and these would be added to over time. Cllr Townson  
Cllr Parry tended her resignation as a councillor due to heavy work commitments. The Chairman thanked Cllr Parry for all her hard work and support to the parish council over a number of years and advised that her contribution would be very much missed. All the councillors endorsed the Chairman's sentiments. Clerk
- iii. HDC Infrastructure Levy Preliminary Charging Schedule Consultation  
One of the aspects of the documents provided that villages with an accepted village plan would receive 25% of CIL (commuted sums) payments but without only 10%. Cllr Bappoo advised preparing a village plan had been considered approximately 10 years ago but the cost estimated at £20,000 was prohibitive. The complexity of detail required for a plan would require external professional assistance. It was agreed that Cllr Townson would take the matter up with Cllr. Metcalfe to see what advice she could offer. It was noted that YLCA had requested Parish Councils to complete a survey of their views on this topic. Cllr Townson agreed to complete the survey on behalf of the Parish Council. Cllr Townson
- iv. Councillor Details on the Parish Council Website  
The Temporary Parish Clerk advised that there was a requirement for a minimum amount of information to be published, this included name and address and the register of any interests.

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- v. Vacancy for Parish Clerk  
Cllr. Townson reported that there had been no response so far for the vacancy
- vi. Parish Noticeboard  
The Temporary Clerk advised that it was difficult sometimes to find space for the required statutory notices to be displayed. It was agreed to see if this improved in the future.
- vii. To appoint 2 councillors to represent BLPC at YLCA branch meetings  
No councillors were prepared to act as representatives.
- viii. Neighbourhood Policing Survey  
To be published on the website so that anyone wishing to make a response could do so. Clerk
- ix. Items for the Parish Magazine  
Encourage villagers to attend the appeal hearing, Vacancy on the Parish Council, HDC Infrastructure Levy Preliminary Charging Schedule Consultation documents. Clerk
- x. Renewal of Subsidised Local Bus Service  
Comments have been requested on the renewal of the subsidised bus service. The services covered include the numbers 22 and 23 that are utilised in Burton Leonard. Cllr Townson to respond to confirm these bus routes are important to residents in Burton Leonard and we would wholly support their renewal. Response to be made by 13<sup>th</sup> July 2018. Cllr. Townson
- xi. Dead Tree on Station Lane  
Cllr Bappoo advised the tree had been reported so that arrangements could be made for its removal.
- xii. Painting of Benches  
Cllr Bappoo reported that the painting of the benches had commenced.
- xiii. The Chairman thanked Cllr Parry for allowing the parish council meeting to be held on her premises.

### 11. Dates of Next Meeting

- i. **Monday 2nd July 7.30pm, St Leonard's Hall.**
- ii. Monday 3rd September 7.30pm St Leonards Hall

### 12. Confidential Items

There were no items for discussion.

**The meeting closed at 9.55pm.**

**Minutes Approved as a Correct Record:**

Signed.....  
Cllr. K Townson (Chairman)

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

# BURTON LEONARD PARISH COUNCIL

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Correspondence Received

### Committee Meeting 4th June 2018 at 7.30 pm

	Date	Subject	Date of Issue	Method	Issued by
1	11.05.18	HBC members services: Parish Consultation meeting, which takes place on Thursday 28 June at 6.00pm at Darley Memorial Hall.	11.05.18	Email	Clerk
2	11.05.18	SLCC Bulletin	11.05.18	Email	Clerk
*3	14.05.18	YLCA - UPDATE ON THE GDPR AND THE APPOINTMENT OF A DATA PROTECTION OFFICER	14.05.18	Email	Clerk
4	14.05.18	YLCA - REVISION TO NALC'S MODEL STANDING ORDERS	14.05.18	Email	Clerk
*5	15.05.18	YLCA - YLCA BRANCHES - YOUR COUNCIL REPRESENTATIVES	15.05.18	Email	Clerk
6	21.05.18	Julia Mulligan - Police and Crime Commissioner for North Yorkshire - Share your views on Neighbourhood Policing in North Yorkshire	23.05.18	Email	Clerk
7	22.05.18	Democratic Services and Scrutiny Manager North Yorkshire County Council - Council's 7 Area Committees Move to create 6 Area Constituency Committees in their place	22.05.18	Email	Clerk
8	23.05.18	Democratic Services NYCC Skipton & Ripon Area Constituency Meeting	23.05.18	Email	Clerk
9	23.05.18	YLCA - SHAPING OUR FUTURE: NEW STRATEGIC PLAN OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC). Comments by Tuesday 26 June 2018.	23.05.18	Email	Clerk
10	23.05.18	Fiona Friday Partnership & VCS Office - Launch event THE LOCAL LOTTO for the Harrogate District	23.05.18	Email	Clerk
*12	25.05.18	HBC Planning & Development - HARROGATE DISTRICT COMMUNITY INFRASTRUCTURE LEVY: PRELIMINARY DRAFT CHARGING SCHEDULE CONSULTATION 25 MAY – 6 JULY 201	25.05.18	Email	Clerk
*13	25.05.18	YLCA - DATA PROTECTION ACT 2018 – EXEMPTION FROM HAVING TO APPOINT A DATA PROTECTION OFFICER	25.05.18	Email	Clerk
		<b>Correspondence Received after the issue of the Agenda considered at the Meeting</b>			
14	30.05.18	YLCA - NALC Chief Executive's Bulletin no. 21: 25 May 2018	30.05.18	Email	Clerk
*15	30.05.18	YLCA - GENERAL DATA PROTECTION REGULATION (GDPR) - TRAINING SEMINAR	30.05.18	Email	Clerk
16	01.06.18	YLCA -Papers for HARROGATE BRANCH ANNUAL MEETING MONDAY, 18 JUNE 2018, AT 7.00PM, IN THE JUBILEE ROOM, (above the Library, ST JAMES SQUARE, BOROUGHBRIDGE, YO51 9AR.	01.06.18	Email	Clerk
17	01.06.18	YLCA - YLCA Training provision – July to November 2018	01.06.18	Email	Clerk
*18	01.06.18	Notes from a meeting with Meeting with Deborah Flowers – Highway Customer Communication Officer. 23 <sup>rd</sup> May 2108	01.06.18	Email	Cllr. Barwick
*19	01.06.18	YLCA - REQUEST TO COMPLETE A SHORT SURVEY TO GATHER EVIDENCE: ADOPTION OF THE COMMUNITY INFRASTRUCTURE LEVY SYSTEM	01.06.18	Email	Clerk
*20	04.06.18	Cllr. Harrison – Renewal of Subsidised Local Bus Services in the areas of Harrogate, Hambleton and Richmond	01.06.18	Email	Clerk

DRAFT