

BURTON LEONARD PARISH COUNCIL

Minutes of the Burton Leonard Parish Council

Monday 5th March 2018 at 7.30pm held at St Leonard's Hall, Burton Leonard.

Action

Present

Cllr. P Gravestock (Chairman)

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

Three 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 5th February 2018 were approved as a correct record. Proposed by Cllr. Parry and seconded by Cllr. Townson.

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 SET THURSDAY 3RD MAY 2018

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.

Philip Thornhill reported that 143 villagers had supported HBC's LDP and updated the meeting of his review of the latest papers submitted by Loxley Homes and HBC to the Planning Inspectorate, together with the proposed s106 Agreement.

Planning Applications

ii. Status: Permitted **NOTED**

17/05504/FUL | Received: Sun 17 Dec 2017 | Validated: Mon 17 Dec 2017 |

Erection of detached oak three bay 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.

iii. Status: Pending Consideration **NO COMMENTS**

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: Pending Consideration

18/00676/FUL | Received: Fri 16 Feb 2018 | Validated: Fri 16 Feb 2018 |

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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.

On 8th March all Councillors unanimously agreed by email to respond to HBC with Option C – The Parish Council has concerns that there could be an overbearing influence on the neighbouring properties.

- v. 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 8th May 2017 documents: 8811146, 8811147, 8811149.

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 £12,571.72 was reported in the bank account and statement for 21st February 2018 was received and signed by the Chairman.
- ii. Income and Expenditure as at 4th March 2018 previously circulated to Councillors was approved and signed by the Chairman.
- iii. The revised budget for 2018-19 was issued at the meeting to all Councillors and noted.
- iv. Notification of Receipts:
- a) BACS Receipt £360.15 HBC Grounds Maintenance Grant 2017-18 received in bank 5th February 2018. Confirmation received that there will be no future payments of this grant (letter 17.11.17)
- b) HMRC VAT reclaim for £351.42 for financial year 2016-17 was received in the bank on 5th February 2018.
- c) HMRC VAT reclaim for £1451.70 for financial year 2015-16 was received in the bank on 21st February
- v. Invoices/ Payments Approved:
- a) Payment of Temporary Clerk, E Boddy for February 2018 of £275. Claim sheet signed by the Chairman Nett pay £225.00 and £32.43 expenses was approved for payment by BACS.
- b) HMRC Payment for PAYE £55.00 for February 2018 allocated to reserves on I & E for March 2018 was noted and approved.
- vi. The Temporary Parish Clerk had circulated on 4th March to all Councillors the following documents for review and approval:
- a) BLPC Draft Standing Orders – proposed amendments by councillors to be sent to Temporary Clerk prior to next meeting. Cllr Parry
- b) BLPC Draft Financial Regulations – proposed amendments by councillors to be sent to Temporary Clerk prior to next meeting. All
- c) BLPC Draft Risk Assessment – amended at the meeting to be approved at the next meeting of the Parish Council. All

Clerk

8. Correspondence

- i. List of general correspondence received and circulated prior to the meeting attached.
- ii. Email reply sent to Nick Sambidge regarding the water fountain on 7th February 2018
- iii. Email reply sent to Carol Robins re Cold Calling on 9th February 2018.
- iv. The invitation from the Legal Governance: advising that Harrogate Borough Council-Civic Centre was only published on the Parish Council website and Burton Leonard Facebook page due to timescale of the invitation.

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9. Councillors Reports

- i. Litter Pick 17th March 2018
Cllr Bappoo reported that all the arrangements were in place for the litter pick on 17th March 2018. Cllr. Bappoo
Cllr. Townson to put the date and details on Burton Leonard Facebook. Cllr Townson
- ii. Defibrillator update
Cllr Townson reported that a response for the grant application from Yorkshire Ambulance Service was expected in the next couple of weeks. Cllr Townson
Cllr O’Kane undertook to liaise with the PCC to obtain permission for placing the defibrillator on the outside wall of St Leonards Hall. Cllr. O’Kane
Cllr Townson reported there was some response for the fundraising Safari Supper and he would issue another insertion for the Parish magazine. He was also looking at the possibility of having a fundraising thermometer display to illustrate level of funds being raised. Cllr Townson
- iii. Water Fountain
The Clerk advised that a water bill was due shortly. Cllr. Townson confirmed he would take a reading and pass the details to the Temporary Parish Clerk. Cllr Townson
- iv. School Access Road and Village Green Footpath
Cllr Bappoo reported that he had completed and updated the Risk Assessment for the school access road. This would be ready for approval at the next meeting.
Cllr Bappoo advised that he had obtained an estimate to repair the road and that consideration should be given to include the area between the houses on the village green that people were using to access the school road.
As Agenda Item 9. v. was linked to potential maintenance work these two matters were discussed in tandem.
Discussion took place regarding the right to use the village green as a walkway to access the school road and appropriate materials that might be used as it became muddy when wet. Quotations for the walkway and the access road plus walkway had been received. Cllr. Bappoo to consider these further and report back to the next meeting. Cllr. Bappoo
It was agreed that the school /NYCC as the main users of the road should be approached to make a contribution to the cost of repairs. In addition, consideration should be given to reaching agreement with the school/NYCC to make an annual contribution to the ongoing maintenance. Cllr. Bappoo
- v. Village Green Footpath
Considered with Agenda item 9. iv.
- vi. Meeting with Dementia Forward (report circulated 08.02.18)
Cllr Townson reported he had discussed the parking issues adjacent to the lower village green and it was established that the cars parked did not belong to staff from Dementia Forward.
- vii. Potentially Dangerous Wall on Dolly Walk
Cllr Townson reported that a villager had drawn to his attention a wall on the border of Dolly Walk that was leaning on to the footpath and appeared to be unsafe. Cllr. Bappoo undertook to obtain a professional opinion on the safety of the wall prior to discussion with the landowner. Cllr. Bappoo
- viii. Replacement Road Bollard on Peter Lane
Cllr. Bappoo advised that he had arranged for the plastic bollard to be replaced with a wooden bollard. Cllr. Bappoo

10. Any Other Business

- i. Harrogate District Local Plan Publication Draft
A response had kindly been prepared by Philip Thornhill. This would be issued to the Temporary Parish Clerk for insertion to the HDC LDP. Clerk
- ii. Annual Meeting of the Parish
The Temporary Parish Clerk drew Councillors attention to guidance received regarding the elections and the period that the Annual Meeting of the Parish could take place. This determined that the first date eligible for this meeting was Wednesday 9th May 2018. The Clerk would not be available for a meeting

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- on this date but would prepare the agenda. Cllr. Parry agreed to take and produce the minutes for the meeting. Clerk
Cllr. Parry
- iii. Elections 2008
The Temporary Parish Clerk issued election packs to Councillors. Cllr Gravestock confirmed that he would not be standing for re-election due to work commitments which would prevent him from being able to attend meetings.
- iv. Additional Councillors Burton Leonard Parish Council
The Temporary Parish Clerk had received the information from the Legal and Governance Department at HBC for the procedure to follow to apply for an additional councillor. The procedure document had been circulated to all Parish councillors prior to the meeting. It was unanimously agreed that this matter would be deferred until after elections had taken place.
- v. Dates for Parish Council Meetings 2019
The following dates for meetings of the Parish Council were agreed for 2019 and will require ratification at the Annual Meeting of the Parish 9th May 2018:
Monday 7th January 2019
Monday 4th February 2019
Monday 4th March 2019
Monday 1st April and will also be The Annual Parish Meeting
Monday 13th May 2019 Annual Meeting of the Parish
The Temporary Parish Clerk to put the dates on the website and the meeting dates to be approved at the Annual Meeting of the Parish to be held on 9th May 2018 May.
- vi. Parish Council Community Group Bulb/Wild Flower Scheme
The choice of bulbs to be notified to the Temporary Parish Clerk and the booking form for the free bulbs returned to HBC Parks and Environmental Services. Clerk
- vii. Agenda and time for the Annual Parish Meeting April 2018
A draft Agenda for the Annual Parish Meeting April 2018 was circulated by the Temporary Parish Clerk and was unanimously agreed together with a commencement time of 7pm for the meeting. Clerk
- viii. Grass Cutting Prior to the May Fest
A request was received from BL May Fest Secretary to have the grass cut on the low green the week before 5th May 2018 for the May Fest weekend. The Temporary Parish Clerk to make appropriate arrangements. Clerk
- ix. Data Protection
The Temporary Parish Clerk reported that following further guidance received it would be necessary for the Parish Council to register with the ICO. The Temporary Parish Clerk to check online as to the requirements to register. Clerk
- x. Items for the Parish Magazine
The following items to be included: Notification of Parish Council elections, Raising funds for the defibrillator, Harrogate District Local Plan Publication Draft Consultation, how to report pot holes Clerk
- xi. School Bus Parking
Cllr. Parry reported that one of the school buses parked adjacent to the village pump to collect students. This resulted in vehicles turning onto that section of road to drive over part of the verge. The Temporary Parish Clerk to contact the bus company to request they collect from a different location in the village. Clerk
- xii. Resignation of the Parish Clerk
The Chairman advised that he had received an email on the evening of the Parish Council meeting from the Parish Clerk advising she was resigning her post due to ill health. It was agreed that a bouquet of flowers should be sent to the Clerk in recognition and thanks of her past service to the Parish Council Clerk

11. Dates of Next Meetings

- i. Monday 9th April 2018 – 7pm Annual Parish Meeting and 7.30pm Parish Council Meeting
ii. Wednesday 9th May 2018 – The Annual Meeting of the Parish

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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 9th April 2018



BURTON LEONARD PARISH COUNCIL
Correspondence Received
Committee Meeting
5th March 2018 at 7.30 pm

	Date	Subject	Date of Issue	Method	Issued by
*1	06.02.18	Additional Councillors Burton Leonard Parish Council HBC Members Services	06.02.18	Email	Clerk
*2	06.02.18	Ian Galloway response to questions raised at meeting 05.02.18	21.02.18	Email	Clerk
*3	08.02.18	Meeting Notes with Dementia Forward from Councillor Townson	08.02.18	Email	Cllr.Townson
4	13.02.18	Harrogate and District Health and Safety Forum – Organising and Managing a Safe, Successful and Secure Outdoor Event - 7th March - Pavilions of Harrogate	13.02.18	Email	Clerk
5	15.02.18	North Yorkshire Branch SLCC training day at Helmsley on March 24th	21.02.18	Email	Clerk
*6	19.02.18	Jubilee Mills Ltd – Quotation for Village Green work	19.02.18	Email	Clerk
7	19.02.18	NYPCC Meeting – Get answers to your local policing questions (circulated on BL Facebook page)	22.02.18	Email	Clerk
*8	20.02.18	ELECTIONS FOR TOWN AND PARISH COUNCILS IN THE HARROGATE AREA 2018	22.02.18	Email	Clerk
9	17.11.017	HBC Grants for Parish Grass Cutting (sent to P C Clerk S. Whiting) Nil Grant 2018-19	22.02.18	Email	Clerk
10	25.01.18	Julian Smith MP Surgery Dates (posted on website and Notice Board)	22.02.18		Clerk
*11	23.02.18	Elections Manager, Harrogate Borough Council, Parish and Town Council Elections 3 May 2018	23.02.18	Email	Clerk
*12	23.02.08	Request from Mayfest Secretary for grass to be cut on low green shortly before 5 th May 2018	23.02.18	Email	Clerk
13	30.11.17	Removal of Recycling Bring Banks (sent to Parish Clerk) Circulated at meeting	05.03.18		Clerk
14	27.02.18	Newsletter and invite for our Launch Conference and the Town and Parish Council Design for Play Seminar		Email	Clerk
*Items marked with an asterisk to be considered as part of the Agenda for the meeting					
Correspondence Received after the issue of the Agenda considered at the Meeting					
15	28.02.18	Weather warnings – Came & Co Local Council Insurance	28.02.18	Email	Clerk
16*	01.03.18	GENERAL DATA PROTECTION REGULATION (GDPR): TOOLKIT FOR LOCAL COUNCILS AND PARISH MEETINGS	01.03.18	Email	Clerk
17	02.03.18	NALC Chief Executive's Bulletin no. 9: 2 March 2018	03.03.18	Email	Clerk