

BURTON LEONARD PARISH COUNCIL

Minutes of the Annual Meeting of Burton Leonard Parish Council
Wednesday 9th May 2018 at 7.45pm held at the Village Hall, Burton Leonard.

Action

Present

Cllr. P Gravestock (retiring Chairman)
Cllr. P Bappoo, Cllr. H Parry (taking the minutes of the meeting), Cllr. K Townson, Cllr. F Barwick
No members of the public attended.

A. Welcome and Introductions

The retiring Chairman welcomed those present and congratulated Cllr. Fiona Barwick on her election.

B. Burton Leonard Parish Council/Declaration of Office/Register of Interests

- i. The composition of the Council following the elections of 3rd May 2018 provided 5 councillors; Cllr. P. Bappoo, Cllr. H Parry, Cllr. K Townson, Cllr. F Barwick.
- ii. Councillors to signed the Declaration of Office Forms and acceptance of Office.
- iii. Councillors were advised to note the obligation to register interests in accordance with the Relevant Authorities (Disclosable pecuniary Interests) Regulations 2012.

All

C. Election of Chair

- iv. It was unanimously agreed that Cllr K Townson would the ideal Chairman. This was proposed by Cllr. P Bappoo and seconded by Cllr H Parry.
- v. The Chairman will sign the Declaration of Office Form after the meeting.
- vi. The new Chairman thanked Peter Gravestock for his service to the Parish Council.

1. Apologies for Absence

E Boddy, Temporary Parish Clerk, Councillor M Harrison (NYCC), Cllr. Z Metcalfe.

2. Declarations of Interest in Items on the Agenda

- i. Cllr A O'Kane – Spring Bank planning permission.
- ii. Cllr H Parry – potential new path near school.

3. Approval of the Minutes from the Previous Meeting held on 9th April 2018

The minutes of the previous meeting held on 9th April 2018 were approved as a correct record. Proposed by Cllr. Bappoo 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 POSTPONED

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, and village website Notices to encourage villagers to attend the hearing to go on the website, Parish magazine, and village website.

ii. Status: HEARING DATE – NOT SET | Start date 28th 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

BURTON LEONARD PARISH COUNCIL

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: **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: **Application 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.
- v. 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 8th 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. Clerk
Option C – The Parish Council has concerns that there could be an overbearing influence on the neighbouring properties.
- 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.
It was noted that the PC had not received any paperwork on this from HBC apart, from a letter from the arboriculture officer.
- ix. Status: **Pending Consideration**
18/0172/FUL | Received 9.5.18
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.

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.

Clerk

BURTON LEONARD PARISH COUNCIL

7. Finance

Annual Accounts

- i. The Annual Internal Audit Report for the Internal Auditor was noted.
- ii. Section 1 (Annual Governance Statement 2017/18) of the Annual Return was approved.
- iii. Section 2 (Accounting Statements 2017/18) of the Annual Return was approved.
- iv. The Balance Sheet for 2017-18 was approved as a correct record.
- v. The Income and Expenditure record for 2017-18 was approved as a correct record.
- vi. The Bank Reconciliation Proforma was approved as a correct record.
- vii. The Register of Assets dated 9th May 2018 circulated to councillors at the April meeting was approved as a correct record.
- viii. The Risk Assessment Strategy dated 9th April 2018 circulated to councillors April meeting was approved.
- ix. The draft BLPC Financial Regulations were agreed and adopted.
- x. The banking arrangements for the next financial year were discussed. Cllr O’Kane agreed to remove Peter Gravestock as a signatory and to replace with Cllr F Barwick as the new signatory.
- xi. The Temporary Acting Clerk was approved to be the Responsible Finance Officer for 2018-19.

Cllr O’Kane

General Finance

- xii. The bank statement, balance of £11,446.19 for commencement for the financial year dated 1st April 2018 was noted. The latest bank statement presented at the meeting dated 27.04.18, balance £15,598.47, was signed by the Chairman.
- xiii. The Income and Expenditure statement dated 27th April 2018 was noted and signed by the chairman.
- xiv. The proposed insurance cover was determined to be adequate (previously circulated to councillors on 20.04.18) and approved.
- xv. The Temporary Clerks Salary and level of expenses – 2018-19 National Salary Award (issued to councillors on 24.04.18) was discussed and it was agreed there should be no increase. This had been discussed and agreed with the Temporary Clerk. The Councillors took this opportunity to thank the Temporary Clerk for her enormous help, it was unanimously, hugely appreciated.

Clerk

Receipts

- xvi. It was noted that the receipt of the first payment of the precept had been paid on 27.04.18 value £4,467.00
- xvii. It was noted that the VAT re-claim of £250.98 was to be claimed for the financial year 2017-18

Clerk

Payments

- xviii. The payment of the Temporary Clerk, E Boddy for April for £275. Nett pay £210.00 was approved. BACS payment to be actioned. The Chairman approved and signed the Temporary Clerks pay claim for May 2018.
- xix. The payment of invoice dated 18.04.18 of £393.72 for Came & Co by BACS was approved. The Temporary Clerk is to confirm of acceptance of terms in writing for validation of the insurance
- xx. The payment for the Village Hall hire for the meeting 9th May was approved and cheque no: 100129 for £16.00 was raised and signed ready for issue.

Clerk

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
Defibrillator we are awaiting invoice from YAS, which had been promised and as soon as it was received and paid for it would be delivered to the Chairman. The Chairman was liaising with Derek Packer on the installation. One session of training would be provided by YAS and this would be arranged.
- ii. School Access Road
An email had been issued by Clerk on 19.04.18 regarding the legal implications to be considered for village greens. This was a complex issue and it was agreed to set up a dedicated working party to concentrate on this. Councillors were asked to approach villagers who may be able to join this working party and this appeal for help would also be put in the Parish Magazine.

BURTON LEONARD PARISH COUNCIL

- iii. Village Green Footpath
Quotations had been received and circulated to Councillors 10 & 11.04.18. It was noted that it was not as simple as putting a path in, as changing Village Green space was legally complex. In the short term the mowing company would be asked to roll the area to smooth the rut. Clerk
- iv. Potentially Dangerous Wall on Dolly Walk
Cllr. Townson had circulated an email to councillors on 17.04.18 on this subject. A visit from the North Yorkshire Pathways officer had been requested and this was expected shortly. Cllr Townson
- v. General Data Protection Regulations
More information was coming regularly from NALC on this topic and the Chairman and Cllr Barwick were attending training on 23rd May. Cllr Townson
Cllr Barwick
- vi. Dog Poo Bags not binned correctly and siting of Poo Bin on the green near Scarah Lane
Cllr Bappoo to request the removal of the Dog poo bin on the green near Scarah Lane to re-locate near the salt bin, to be made to HBC who look after these bins. Cllr Bappoo
- vii. Request from Dementia Forward to use the low village green for their 'Great Get Together' 17th June 2018
A copy of the Public Liability Insurance from Dementia Forward had been received.
- viii. Installation of bollards to the lower village green and replacement for Peter Lane
Quotations for the installation of bollards to the lower village green and replacement for Peter Lane, circulated to Councillors 10 & 11.04.18 were discussed. It was agreed that the bollard at the end of Peter Lane could only be changed by NYCC as the PC would/could become liable if they changed it. P Gravestock agreed to action this request with NYCC. Now the school bus pick up point had been moved there was no need for extra wooden bollards on the green as the damage had stopped

10. Any Other Business

- i. Completion of Survey for Vehicle Activated Signs
The Parish Council response had been uploaded to the appropriate website on 14.04.18.
- ii. Drainage on the Lower Village green
This was discussed – there was a very boggy area which was being looked in to by Yorkshire Water, the Chairman was taking the lead on this issue and would report back at the next meeting. Cllr Townson
- iii. Councillor Details on the Parish Council Website
Councillors queried the need for their personal details to be put on the PC website, this would be discussed again at the next meeting.
- iv. Tree Donation
Tree donation for the lower village green, Cllr Townson and Cllr P Bappoo would take this on and ensure that any trees were situated well away from drainage pipes. Cllr Townson
Cllr Bappoo
- v. Parish Consultation Meeting 28th June 2018
Cllr Townson would attend. Cllr Townson
- vi. Response Parish Council Archives Request 24.04.18
This was discussed and it was agreed that the PC had nothing.
- vii. Vacancy for Parish Clerk
It was noted that the Temporary Clerk would finish the role in, or before September 2018 and so the role needed to be advertised and it would be ideal if someone from the village could take this on. The advert would run in the Parish Magazine and on the village facebook page, in the shop and on the noticeboard. Interested candidates should approach the Chairman.
- viii. Items for the Parish Magazine
Items for the Parish Magazine were agreed as Temp Clerk job advertisement, appeal for villagers to help on projects and congratulations to David and Christine Jones on their very well deserved winning of the Stray FM, Local Hero, Betty's Good Egg award.

11. Dates of Meetings for the Forthcoming Year

Meeting dates for the forthcoming year were agreed.
All meetings will commence at 7.30pm and take place in St Leonards Hall unless notified otherwise.

BURTON LEONARD PARISH COUNCIL

2018

Monday 4th June
 Monday 2nd July
 Monday 3rd September
 Monday 1st October
 Monday 5th November
 Monday 3rd December

2019

Monday 7th January
 Monday 4th February
 Monday 4th March
 Monday 1st April – The Annual Parish Meeting commencing at 7pm to be followed immediately by the Parish Council Meeting
 Monday 13th May – The Annual Meeting of the Parish

12. Confidential Items

These were discussed once the public had left the meeting.

The meeting closed at 9.45pm.

Minutes Approved as a Correct Record:

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

Date 4th June 2018

BURTON LEONARD PARISH COUNCIL

Correspondence Received

Committee Meeting
9th May 2018 at 7.45 pm

	Date	Subject	Date of Issue	Method	Issued by
*1	11.04.18	Parish Consultation meeting Thursday 28 June 2018 at 6.00 pm at Darley Memorial Hall, 10 Sheepcote Ln, Harrogate HG3 2RP	11.04.18	Email	Clerk
*2	16.04.18	GENERAL DATA PROTECTION REGULATION – APPOINTMENT OF A DATA PROTECTION OFFICER (DPO)	16.04.18	Email	Clerk
3	16.04.18	Parish Council Elections	16.04.18	Email	Clerk
*4	19.04.18	Parish Council workshops	20.04.18	Email	Clerk
*5	20.04.18	Council Insurance policy renewal on the 1st June 2018 – Came & Co	20.04.18	Email	Clerk
*6	23.04.18	2018-2019 NATIONAL SALARY AWARD	24.04.18	Email	Clerk
*7	23.04.18	Assistant Director of Library & Community Services – response to future of North Yorkshire Archives	24.04.18	Email	Clerk
8	23.04.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS – PLANNING SEMINAR	24.04.18	Email	Clerk
9	24.04.18	Grants and Interest-free Loans for Energy Saving Home Improvements – put on website and BL Facebook	24.04.18	Email	Clerk
*10	25.04.18	Welfare Support Strategy Consultation – Survey response required	26.04.18	Email	Clerk
11	26.04.18	SLCC Newsletter	26.04.18	Email	Clerk
*12	27.04.18	AMENDMENT TO THE GENERAL DATA PROTECTION REGULATION BILL – APPOINTMENT OF A DATA PROTECTION OFFICER	29.04.18	Email	Clerk
13	01.05.18	Appeal for North Yorkshire Communities to have their say on Rural Crime	01.05.18	Email	Clerk
Correspondence Received after the issue of the Agenda considered at the Meeting					
*14	01.05.18	Joe Birney, Information Governance Officer, Harrogate Borough Council, Do not need to register a DPO with the ICO	04.05.18	Email	Clerk
*15	02.05.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS – INFORMATION COMMISSIONER'S STATEMENT ON THE GENERAL DATA PROTECTION REGULATION	04.05.18	Email	Clerk
*16	02.05.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS – INFORMATION COMMISSIONER'S STATEMENT ON THE GENERAL DATA PROTECTION REGULATION	04.05.18	Email	Clerk
17	02.05.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS – YLCA Annual Review 2017/2018,	04.05.18	Email	Clerk
18	04.05.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS – CONSULTATION PAPER - UNAUTHORISED DEVELOPMENT AND ENCAMPMENTS	04.05.18	Email	Clerk
19	08.05.19	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS – NALC Chief Executive's Bulletin no. 18.	08.05.18	Email	Clerk

