

**BURTON LEONARD PARISH COUNCIL**  
**MEETING: 15 April 2019 (7.30pm - St Leonard's Hall, Burton Leonard)**

**AGENDAMINUTES**

	ACTION
1. Apologies for Absence	
2. Declarations of Interest in Items on the Agenda	
3. Approval of Minutes from the previous Meeting held on <del>4 March</del> <u>9 March 2020</u> as a correct record	
4. Matters arising from the <u>previous</u> Minutes not covered by the Agenda	
5. <u>Annual Governance and Accountability Return</u>	
i. <u>To confirm the Responsible Financial Officer's appointment of Mrs M Barker as the Internal Auditor and her Terms Of Reference.</u>	
<u>Annual Governance and Accountability Return (AGAR) Part 2</u>	
ii. <u>To certify Burton Leonard Parish Council as exempt from external audit for fiscal year 2020-21</u>	
iii. <u>To note the Annual Internal Audit Report for 2019-20 included at page 4 of the Annual Governance and Accountability Return 2019-20</u>	
iv. <u>To approve Section 1 - Annual Governance Statement 2019-20 for Burton Leonard Parish Council on page 5 of the Annual Governance and Accountability Return 2019-20</u>	
v. <u>To approve Section 2 - Accounting Statements 2019-20 for Burton Leonard Parish Council on page 6 of the Annual Governance and Accountability Return 2019-20</u>	
vi. <u>To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, and the Transparency Code for Smaller Authorities</u>	
6. <u>Finance</u>	
i. <u>Bank statement</u> To receive the bank statements for the period 1 April to 31 July 2020	<u>Clr Townson</u>
ii. <u>Income and expenditure:</u> To receive and approve the I&E summary (31 July 2020) circulated in advance of the meeting.	<u>Clr Townson</u>
iii. <u>Confirmation of Income and Expenditure incurred during CV-19 lockdown:</u> a) Noted that copies of all invoices (as shown on the I&E statement) were circulated (in line with Parish Council's standard financial procedures) as part of the payment initiation/approval process to Cllrs O'Kane, Townson & Barwick b) Approval of invoices submitted for payment by Philip Thornhill (Clerk/RFO), initiated for BACS payment by Cllr O'Kane and approved for BACS payment by Cllr Townson and/or Cllr Barwick c) Confirmation that the above process would continue as long as necessary whilst the Parish Council was unable to undertake formal face-face public meetings	<u>All</u> <u>All</u> <u>All</u>
57. <u>Planning</u>	
<u>Recent Notifications received since last meeting:</u>	
i. <b>HBC Status: Registered</b> [19/01693/CLOPUD49/00984/LB]   Received 0624.07.20.03.19   Validated 14.08.2019.03.19   <u>Certificate of lawfulness for the existing use of land as domestic garden and a building upon it as ancillary domestic accommodation as part of the residential planning unit.   Scarah Mill Barn Scarah Lane Burton Leonard Harrogate North Yorkshire HG3 3RS   Listed building consent to remove and repair mortar.   The Old Hall Straight Lane Burton Leonard Harrogate North Yorkshire</u>	

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HG3-35D

- ii. **HBC Status: Registered** [19/01294/DVCON|Received 25.03.19|Validated 25.03.19]  
Deletion of condition 2 (Use) to allow the annexe to become a self contained unit of planning permission 08/01404/FUL – Conversion of detached outbuilding to form annexe with front porch and 1.8m high boundary wall. | Flats House Scarah Lane Burton Leonard HG3-3RS.

**Notifications decided since last meeting:**

- iii. **HBC Status: Withdrawn** [19/00011/DISCON|Received 03.01.19|Validated 07.01.19]  
Approval of details required under conditions 3 (Material sample), 4 (Landscaping scheme), 6 (Tree planting), 8 (Fence details), 22 (Dirt prevention details), 23 (Parking and storage details), 25 (Electric vehicle strategy), 26 (Secured by Design principles), 28 (Himalayan Balsam) and 29 (Ecological survey) of planning permission 16/01869/FULMAJ, which was granted on appeal (PINS Ref. 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. | Flats House Scarah Lane Burton Leonard Harrogate North Yorkshire HG3-3RS.
- iv. **HBC Status: Withdrawn** [19/00068/OUTMAJ|Received 08.01.19|Validated 11.01.19]  
Outline application for the erection of 37 dwellingshouses with access considered. | Flats House Scarah Lane Burton Leonard HG3-3RS
- v. **HBC Status: Discharge Confirmed** [19/00090/DISCON|Received 09.01.19|Validated 09.01.19]  
Application for the approval of details required under condition 24 a, b and c (contamination report/ remediation) of planning permission 16/01869/FULMAJ – 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. | Flats House Scarah Lane Burton Leonard HG3-3RS
- vi. **HBC Status: Withdrawn** [19/00324/DVCMJ|Received 22.01.19|Validated 23.01.19]  
Application for the variation of condition 2 (approved plans) of planning permission 16/01869/FULMAJ to allow alterations to approved house types. | Flats House Scarah Lane Burton Leonard HG3-3RS
- vii. **HBC Status: Approved** [19/00509/AMENDS|Received 04.02.19|Validated 04.02.19]  
Non-material amendment to allow alterations to fenestration and to front canopy of planning permission 19/02047/FUL – Erection of single and two-storey and dormer extensions and replacement roof, alterations to fenestration and demolition of existing garage and conservatory, formation of additional parking and felling of trees in the Burton Leonard Conservation Area. | Green Gables Mill Lane Burton Leonard Harrogate North Yorkshire HG3-35H
- viii. **HBC Status: Approved** [19/00497/DVCON|Received 04.02.19|Validated 05.02.19]  
Variation of Conditions 2 (Materials), 3 (Sample Panel), 8 (Sustainable Homes Certificate) and 12 (Access) to allow for rewording of conditions relating to 11/01717/FUL – Demolition of redundant barn and erection of semi-detached dwelling and 1.8m high boundary wall (site area 0.03ha). | Flats House Scarah Lane Burton Leonard HG3-3RS
- ix. **HBC Status: Approved** [18/04502/FUL|Received: 29 Oct 2018|Validated: 07 Nov 2018]  
Demolition of conservatory, erection of a single story extension, installation of rooflight and alterations to door. (Revised Scheme). | Spring Bank Station Lane Burton Leonard HG3-3RU  
*15.12.19: BLPC non-interested Councillors agreed to object to the proposed scheme.*
- x. **HBC Status: Approved** [19/00630/TCON|Received 13.02.19|Validated 13.02.19]  
Removal of 2no overhanging branches from 1no Ornamental Plum within Burton Leonard Conservation Area. | Green Gables Mill Lane Burton Leonard HG3-35H

**Major applications on-going:**

- xi. **HBC Status: Awaiting decision** [17/00525/FULMAJ|Received Mon 6 Feb|Validated Fri 17 Feb 2017]  
Erection of 23 no. dwellings: 1 Copgrove Road Burton Leonard HG3-35J (Hymas Haulage)
- xii. **HBC Status: Registered** [17/01006/OUTMAJ|Received 06.03.17|Validated 21.03.17]  
**Revised scheme:** Outline planning permission with access considered for the construction of approximately 21 residential dwellings: Land Comprising Field At 432759 463602 Copgrove Road Burton Leonard North Yorkshire.  
*08.05.17: BLPC unanimously agreed to Option B: The Parish Council objects reference the objections submitted on 8<sup>th</sup> May 2017 documents: 8811146, 8811147, 8811149. 09.04.18 letter sent from BLPC re flooding on the area. 03.12.18 email to NYCC LLFA & HBC on flood risk on/off site. 11.12.18 email to HBC re*

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*broader objections*

**On-going applications:**

- xiii. **HBC Status: Registered** [19/00624/FUL|Received 13.02.19|Validated 18.02.19]  
Demolition of outbuildings; erection of garage with formation of gravel drive. | Lime Kiln Cottage Limekiln Lane Burton Leonard Harrogate North Yorkshire HG3 3TE

**On-going tree and enforcement notifications:**

- ii. **HBC Status: Registered** [20/02949/TCON|Received 05.08.20|Validated 05.08.20]  
T1 - Willow Tree. Prune back lateral branches overhanging The Birches by 5-6 metres. | The Birches Scarah Lane Burton Leonard HG3 3RS

**On-going tree and enforcement notifications:**

- xiv. **HBC Status: Alleged Breach** [19/00545/BRPC15 |Received 04 Oct 19]  
2-storey extension not built in accordance with the approved plans (17/00096/FUL); Manor House Mill Lane Burton Leonard Harrogate North Yorkshire HG3 3SG
- xv. **HBC Status: Registered** [19/01345/TCON|Received 27.3.19|Validated 01.04.19]  
Crown reduction (from 10m to 8m) of 1 no Yew; crown reduction (from 9m to 8m) of 1 no Fir; crown reduction of 1 no Lilac and 1 no Buddleia (both from 4m to 2m); felling of 1 no Plum; crown reduction of Leylandii row (from 6m to 4m); and crown reduction (from 6m to 4m) of 1 no Rowan within Burton Leonard Conservation Area. | South View Copgrove Road Burton Leonard HG3 2SJ

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

**7. Finance**

**i. Bank statement**

To receive the bank statement circulated before meeting: To be approved by the Chairman

**Clr Townson**

**ii. Income and expenditure:**

To receive the I&E accounts circulated to Councillors in advance.

**Clr Townson**

**iii. Notification of receipts:**

None

**Clr O'Kane**

**iv. Invoices to approve for payment:**

a) Clerk, P Thornhill for May £300.69 gross claim sheet for Chairman to sign, payment by BACS.

**Clr O'Kane**

**v. Review of existing banking signatories**

On-going with Barclays Bank for signatories BACS, cheques and address for the issue of bank statements and Clerk's ability to view bank account activity on-line

**Clr O'Kane**

**vi. Consider transfer to another bank for the PC account**

**8. Correspondence**

**i. Summary list**

Circulated in advance

**9. Councillors Reports**

**i. Parking in vicinity of upper and lower village greens Update on funding bid to NY Police and Crime Commissioner for traffic calming measure**

**9.5 Alive Speed Watch and discussion with Clr Harrison concerning visibility splays**

**Clr Townson**

**ii. School access road update Village Risk Assessment**

**Clr Townson**

**iii.**

**Clerk/Clr Barwick**

**iii. Drainage on the Lower Village Green**

**Clr Harrison**

**iv. Potentially dangerous wall on Dolly Walk - unsafe wall**

**Clr Townson**

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v. Councillor areas of responsibility	Clr Townson
vi. Draft circulated in advance of meeting	Clerk
vii. Update on risk assessment for village green and school access road (draft RA's circulated by Clr. Barwick 26.08.18)	
viii. LED replacement street lighting Christmas lights permanent power feed	
<b>10. Items for Discussion/Review/Action</b>	
i. Standing orders inclusion on website on going	Clr Bappee
ii. Absence of road markings along Apron Lane	Clr Trout
iii. Annual Meeting (May) Agendas	Clerk
iv. Dates for 2020 Parish Council meetings Draft circulated in advance of meeting	Clerk
v. Items for Parish Magazine a) Precept confirmation b) Annual Meeting (20 May)	All/Clerk
<b>11. Dates of Next Meetings</b>	
<b>10.</b> i. Monday 20 May 2019: 7.30pm St Leonard's Hall (Annual Meeting) Monday 1 July 2019: 7.30pm St Leonard's Hall	Clerk
<b>12. Confidential Items</b>	Clr Townson/ Clerk
<b>11.</b> ▲	

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