

**BURTON LEONARD PARISH COUNCIL**  
**MEETING: 20 May 2019 (7.30pm - St Leonard's Hall, Burton Leonard)**  
**MINUTES**

<b>Present:</b> Cllr. K Townson (Chair) Cllr F Barwick, Cllr. P Bappoo, Cllr A O'Kane, Cllr M Harrison (NYCC), P Thornhill (Parish Clerk)	
<p><b>1. Apologies for Absence</b> Cllr. C Trout</p> <p><b>2. Declarations of Interest in Items on the Agenda</b> None</p> <p><b>3. Approval of Minutes from the previous Meeting held on 15 April 2019 as a correct record</b> Proposed: Cllr O'Kane; Seconded Cllr Barwick. Carried unanimously</p> <p><b>4. Matters Arising from the Minutes not covered by the Agenda</b> None</p> <p><b>5. Planning</b></p> <p><b>Notifications received since last meeting:</b></p> <p><i>i. HBC Status: Registered</i> [19/01693/CLOPUD Received 16.04.19 Validated 16.04.19] Certificate of lawfulness for the erection of swimming pool.   Lime Kilns Farm Limekiln Lane Burton Leonard HG3 3TE</p> <p><i>ii. HBC Status: Registered</i> [19/01906/CLOPUD Received 03.05.19 Validated 03.05.19] Certificate of lawfulness for the erection of single storey extension.   Rosings Station Lane Burton Leonard Harrogate North Yorkshire HG3 3RU</p> <p><i>iii. HBC Status: Registered</i> [19/01879/FUL Received 01.05.19 Validated 07.05.19] Erection of 2 no. single storey extensions, installation of a bay window and alterations to fenestration. Part conversion of outbuilding to form additional living accommodation including erection of a porch, installation of rooflights and alterations to fenestration.   Hambleton Grange Station Lane Burton Leonard Harrogate North Yorkshire HG3 3RX. <i>Following discussion and having reviewed plans and site prior to meeting it was unanimously agreed that impact would be negligible and that BLPC would make no input to HBC.</i></p> <p><b>Notifications decided since last meeting:</b></p> <p><i>iv. HBC Status: Withdrawn</i> [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. <i>The Clerk had undertaken a Land Registry search and advised that ownership of Loxley Homes Phase 1 land remained with Mr &amp; Mrs Tate and had not yet passed to Loxley Homes.</i></p> <p><i>v. HBC Status: Approved</i> [19/00621/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</p> <p><i>vi. HBC Status: Approved</i> [19/00981/LB  Received 06.03.19 Validated 13.03.19] Listed building consent to remove and repair mortar.   The Old Hall Straight Lane Burton Leonard Harrogate North Yorkshire HG3 3SD</p> <p><i>vii. HBC Status: Approved</i> [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 1no Fir; crown reduction of 1no Lilac and 1no Buddleia (both from 4m to 2m); felling of 1no Plum; crown reduction of Leylandii row (from 6m to 4m); and crown reduction (from 6m to 4m) of 1no Rowan within Burton Leonard Conservation Area.   South View Copgrove Road Burton Leonard HG3 3SJ</p> <p><i>viii. HBC Status: Refused</i> [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</p>	<b>ACTION</b>

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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. **15.04.19:** *Following discussion, agreed unanimously that there was potential for the property to be used as a holiday let, rather than for the benefit of long-term rental for local residents. BLPC objected accordingly. Ultimately HBC refused application due to close proximities of Flatts Cottage and Flatts House.*

**Major applications on-going:**

- ix. **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 3SJ (Hymas Haulage)
- x. **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 31 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 broader objections*

**On-going applications:**

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

- xi. **HBC Status: Alleged Breach** [18/00545/BRPC15 | Received 04 Oct 18]  
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.  
*Clerk to enquire of HBC whether this has now been resolved*

Clerk

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

No members of the public in attendance

**7. Annual Governance and Accountability Return (AGAR) Part 2**

The AGAR return was discussed and the following agenda items and corresponding minutes considered. The adoption of each minute was proposed by Cllr Barwick, seconded by Cllr Bappoo and adopted unanimously. Clerk to implement agreed actions and resolutions

Clerk

- i. **To certify Burton Leonard Parish Council as exempt from external audit for fiscal year 2018-19.**  
**RESOLVED** that Burton Leonard Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000
- ii. **To note the Annual Internal Audit Report for 2018-19 included at page 4 of the Annual Governance and Accountability Return 2018-19.** **RESOLVED** that Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.
- iii. **To approve Section 1 - Annual Governance Statement 2018-19 for Burton Leonard Parish Council on page 5 of the Annual Governance and Accountability Return 2018-19.**  
**RESOLVED** that Burton Leonard Parish Council approve Section 1 Annual Governance Statement 2018/19 for Burton Leonard Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.
- iv. **To approve Section 2 - Accounting Statements 2018-19 for Burton Leonard Parish Council on page 6 of the Annual Governance and Accountability Return 2018-19.** **RESOLVED** that Burton Leonard Parish Council approve Section 2 - Accounting Statements 2018/19 for Burton Leonard Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019
- v. **To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.**  
**RESOLVED** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Burton Leonard Parish Council will publish the following documents on a public website:
- Certificate of Exemption,
  - Annual Internal Audit Report 2018/19,
  - Section 1 – Annual Governance Statement 2018/19,
  - Section 2 – Accounting Statements 2018/19, page 6

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- *Analysis of variances*
- *Bank Reconciliation to 31 March 2019*
- *Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.*

**8. Finance**

**i. Bank statement**

The bank statement was approved by the Chairman

**ii. Income and expenditure:**

The I&E accounts (31/3 & 30/4 2019) circulated in advance of the meeting were approved.

**iii. Notification of receipts:**

HBC Precept 1st instalment (£3,164.00) receipt was noted

**iv. Invoices approved for payment and to be processed**

- a) Clerk, P Thornhill for March 2019 £300.69 gross, BACS.
- b) Clerk, P Thornhill for June 2019 £300.69 gross, BACS.
- c) Clerk, P Thornhill expenses (Flatts House Land Registry search): £6.00
- d) Came & Co (Parish Insurance Policy 1 Jun 2019 - 31 May 2020): £405.53
- e) Farm & Land Services (grass cutting inv 5325): £306.00

Cllr  
Cllr O'Kane

**v. Current banking signatories**

Cllr Townson confirmed that he had received BACS authorisation - to be tested in processing above payments. Assuming successful, then PC account to remain with Barclays

Cllr O'Kane  
Cllr Townson

**vi. Fees for AGAR 2019 Internal Auditor**

Clerk briefed the meeting on fee levels suggested by YLCA were it to provide an AGAR internal audit service for a PC of BLPC's income. For BLPC this would be £75. Cllrs concurred that this rate should be applied when Mrs Barker submits her invoice for the internal audit for subsequent approval.

**9. Correspondence**

**i. Summary List**

Circulated in advance of the meeting

- a) **Harrogate Borough Council** Statutory Parliamentary Polling Station Review. *BLPC considers that access is satisfactory and is not aware of any issues*
- b) **Mountgarret Estates:** Unsafe Public Footpath Styles. *Work on styles and elsewhere agreed to be very good. Cllr O'Kane to check on one style and confirm to Clerk. Clerk to thank the Estate*
- c) **Roecliffe & Westwick PC:** Roecliffe & Westwick Neighbourhood Development Plan. *Not perceived that this will impact on Burton Leonard. Clerk to check boundaries*

Clerk

Clerk

**10. Councillors Reports**

**i. Parking in vicinity of upper and lower village greens and vehicle speeds through the village**

Cllr Harrison updated the meeting: NYCC allowing (from April) moveable speed warning signs and NYCC is willing to allow PC's to buy such (NYCC approved) signs on the basis that they can be relocated. Discussion/consideration given to the potential use of static or relocate-able speed detection signs.

Cllr O'Kane Cllr  
Trout

Update on 'evidence' of speeds of vehicles entering village presented in Loxley Homes Traffic Statement

Clerk

**ii. School access road update**

Cllr Harrison briefed the PC on progress re re-surfacing. Having had a site inspection by NYCC's contractor it was proposed that a surface dressing of bitumen and chippings would be suitable and that this could be undertaken when the contractor is next working in the locality. NYCC would fund the estimated £4,000 cost via an internal transfer between the NYCC departments concerned.

Cllr Harrison

**iii. Neighbourhood Plan**

Update

Cllr Townson

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

To be carried forward pending identification of current NYCC PROW contact. Cllr Townson to provide Cllr Harrison with background details

Cllr Townson  
Cllr Harrison

**v. Councillor areas of responsibility - website update**

Clerk confirmed now completed

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<p>vi. <b>LED replacement street lighting</b>  Cllr Harrison briefed on the situation. Noted that NYCC policy was to progressively replace older street lighting with brighter type LED lighting in areas such as Burton Leonard</p> <p>vii. <b>Christmas lights permanent power feed</b>  Update on potential location of permanent lights and cost-benefits vs existing battery powered lights to be carried forward to next meeting</p>	<p><b>Cllr Trout</b></p>
<p><b>11. Items for Discussion/Review/Action</b></p>	
<p>i. <b>Standing orders</b>  Inclusion on website - on-going</p> <p>ii. <b>Absence of road markings along Apron Lane</b>  Clerk updated on road repairs within village - especially along Station Lane. Noted that it appeared that NYCC Highways had not understood that absence of markings on roads outside the village (eg Apron Lane) were a problem and that NYCC had indicated they would attend to this as soon as their contractor had time available</p> <p>iii. <b>Dates for 2020 Parish Council meetings</b>  Draft circulated in advance of meeting - Cllrs agreed schedule in principal but allowed Clerk leeway to finalise dates subject to availability of St Leonard's Hall and 2020 AGAR process</p> <p>iv. <b>Attendance at YLCA branch and other meetings</b>  Agreed that Cllr Townson, Cllr Barwick and Clerk be nominated.</p> <p>v. <b>Dementia Forward Great Get Together (23 June)</b>  Dementia Forward (DF) had requested permission for possible spill over onto village green. DF to be asked to provide a risk assessment</p> <p>vi. <b>UCI Cycle Race passing through village</b>  Agreed that BLPC should bid for funding available from HBC to 'celebrate' the event. Cllr Towson to lead bid process</p> <p>vii. <b>Village Tree Planting Scheme</b>  Cllr Bappoo suggested that the village should consider a longer-term tree planting scheme utilising any available grants. To be evaluated and considered at future meeting(s)</p> <p>viii. <b>Items for Parish Magazine</b>  a) HBC's Looking out for our neighbours Campaign  b) Note of thanks to the Mayfest Committee</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Barwick</b></p> <p><b>Cllr Townson</b></p> <p><b>Cllr Bappoo</b></p> <p><b>Cllr Townson/ Clerk</b></p>
<p><b>12. Dates of Next Meetings</b></p> <p>Monday 1 July 2019:                    7.30pm St Leonard's Hall</p> <p>Monday 2 September 2019:        7.30pm St Leonard's Hall</p>	
<p><b>13. Confidential Items</b>  None</p>	

**The meeting closed at 9.05pm**