

Minutes of the Burton Leonard Parish Council
Monday 5th February 2018 at 7.30pm held at St Leonard's Hall, Burton Leonard.

Action

Present

Cllr. H Parry (Acting Chairman)
Cllr. P Bappoo, Cllr. A O'Kane, Cllr. K Townson, Cllr. I Galloway (HBC) E Boddy (Temporary Parish Clerk)
One member of the public attended.

1. Apologies for Absence

Cllr. P Gravestock, 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 10th January 2018 were approved as a correct record. Proposed by Cllr. Parry 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 SET (no date published)

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.

Planning Applications

ii. Approved within specified conditions

17/04850/FUL | Received: Thu 2 Nov 2017 | Validated: Fri 08 Nov 2017 |

Erection of no. 1 single storey extension. Lime Kilns Farm Limekiln Lane Burton Leonard HG3 3TE.

iii. Status: Pending | The Council unanimously agreed to Option A – The Parish Council has no objections.

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

Erection of detached 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.

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 £10,630.45 was reported and the bank account and statement for 30th January 2018 were received and signed by the Acting Chairman.

ii. Income and Expenditure as at 4th February 2018 previously circulated to Councillors had been updated since the receipt of the bank statement. One cheque had been debited from the account for £72.00. The revised I & E was approved and signed by the Acting Chairman.

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- iii. Notification of Receipts:
 - a) NYCC Urban Grass Cutting of £265.33 and £227.43 payment was received on 28.12.17.
 - b) Notification of the Urban Grant payment from HBC value £360.15 had been received and was due to be paid into the account shortly. It was noted that this grant would not be paid in future years.
 - c) The Temporary Clerk reported that the VAT reclaim for £351.42 for financial year 2016-17 had been made.
 - d) The Temporary Clerk reported that the VAT reclaim for £1451.70 for financial year 2015-16 had been made.
- iv. Invoices Approved for Payment:
 - a) Payment of Temporary Clerk, E Boddy for January of £275. Claim sheet for Chairman to sign. Nett pay £225.00 was approved for payment by BACS.
 - b) HMRC Payment for PAYE £55.00 for January allocated to reserves on I & E for January 2018 was noted and approved.
- v. It was noted that no invoice from the Clerk (currently absent due to ill health) had been received. An email notification had been received advising an invoice would be issued to the Parish Council for the meeting from her representative. Cllr Parry to contact the Clerk Mrs Whiting to advise this had not been received
- vi. The Precept Request was acknowledged by HBC on 12th January 2018
- vii. The Temporary Clerk reported that the Parish Clerk was recorded as the main contact to confirm village requests for commuted sums excluding church and cemetery requests.
- viii. The Temporary Clerk reported that the Council's Financial Regulations and Risk Assessment would need revision take account of the change of payment procedures by BACS.

Cllr Parry

Clerk

8. Correspondence

- i. List of general correspondence received and circulated prior to the meeting attached.
- ii. It was noted that an email response 11.01.18 was sent to Clive Carass regarding re grassing the verges in the spring by Councillor Bappoo.
- iii. It was agreed to reply to Nick Sambidge's email regarding restoring the fountain: that the water fountain was due to be re-painted however the cost of restoring the fountain was too expensive for the Parish Council to fund
- iv. The information received regarding applying for the Tour de Yorkshire Cycle Race 2018 Grant Fund would be added to the Parish Council website and the Burton Leonard Parish Magazine.
- v. The invitation from the Legal & Governance: advising that Harrogate Borough Council-Civic Centre will open on Saturday 17th February for members of the public will be publicised on the Parish Council website and Parish magazine.

Clerk

Clerk

9. Councillors Reports

- i. 2018 Parish Council Trees and Benches Annual inspection and Insurance Audit.
Cllr Bappoo reported that he had completed the 2018 annual inspection of Parish Council Trees and Benches 2018. All villagers welcome to come along and help.
- ii. Litter Pick 17th March 2018
Cllr Bappoo reported that all the arrangements were in place for the litter pick on 17th March 2018
- iii. Defibrillator update
Cllr Townson reported that the grant form to obtain funding from Yorkshire Ambulance Service had been submitted. It had not been possible to obtain a reply as to when the application would be considered. Cllr. Galloway advised that it was not necessary to obtain planning permission for the siting of the defibrillator. The next step would be to contact the diocese to obtain their permission for the siting outside St Leonards Hall. Cllr O'Kane had made enquiries and understood that a response from the diocese would be reasonably prompt. Cllr Townson reported he planned to arrange a Safari Supper for the village to assist with fundraising. Cllr O'Kane suggested a coffee morning as another fundraising opportunity. Concern was expressed that the timescale extended from 31st March to August might not provide sufficient time to raise all the funds needed. Cllr Townson proposed that the Parish Council fund the additional costs to purchase and install the defibrillator so that the Councillor Harrison's Locality Budget Defibrillator Grant was used before the grant period expired. Fundraising and any further grants could then offset as much as possible the monies paid by the Parish Council. This would also provide an immediate benefit to the village. There

Cllr. Bappoo

Cllr. Bappoo

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was unanimous agreement that this was a sensible solution. Cllr Townson stated he would progress the permission required from the diocese, the NYAS grant and costs and report back at the next meeting.

Cllrs. Townson/O'Kane

iv. Water Fountain

Cllr. Townson reported that he had checked the water meter by turning it on and off for different periods of time and the meter reading had remained static. This indicated that when the water fountain was in use there was a leak. Monitoring would continue.

Cllr. Townson

v. School Access Road

Cllr. Townson reported that he had traced some old correspondence regarding funding by NYCC for repair of the access road. The matter was deferred until the next meeting to see whether interested parties would want to become involved in progressing an approach to NYCC for funding for repairs.

All

Cllr. Bappoo advised he would undertake a risk assessment for the road as part of the annual risk assessments.

Cllr. Bappoo

vi. Village Green

Cllr. Parry reported that she had received a letter from Jayne Cove regarding the state of the green the section between The Old Post Office and adjacent property (circulated under correspondence) advising that due to electric groundworks and wet weather the ground had sunk, was muddy and very slippery. It was suggested that a pathway should be installed to prevent the hazard. Cllr Bappoo suggested laying stepping stones. Cllr Parry undertook to investigate the costs of such work and update Jayne Cove of the action the Parish Council would take subject to costs.

Cllr. Parry

10. Any Other Business

i. Harrogate District Local Plan Publication Draft

The only site affecting Burton Leonard in the plan was the Hymas site. It was agreed that the Temporary Clerk would confirm the Parish Councils support for the plan as it affected Burton Leonard. The Parish Council would also ask villagers to support the Hymas site via the Parish newsletter and the Parish Council website.

Clerk

ii. Data Protection

Discussion took place as to whether BLPC qualified to register under the Data Protection Act. The information held by the council was examined and it was agreed that BLPC was not required to register. The situation should be continued to be monitored.

Clerk

iii. Elections 2008

The Clerk advised that information regarding the election process had been circulated under Agenda Item 8. Discussion took place as to whether it would be helpful to increase the number of Parish Councillors to 6 or 7. It was agreed that the Clerk would contact the Legal and Governance Department at HBC to see whether this was feasible and how it could be actioned.

Clerk

iv. Items for the Parish Magazine

The following items to be included: Notification of Parish Council elections; Support of the Hymas site in the Harrogate District Local Plan Publication Draft Consultation; Litter picking, Cold calling, Report and how to report pot holes, Cold calling – action to take; Raising funds for the defibrillator; Tour de Yorkshire Small Grants; Plays for hire.

Clerk

v. Dates for Parish Council Meetings 2018

A list of meeting dates for the Parish Council meetings had been circulated on 16th January 2018 and was adopted at the meeting. It was agreed that the Annual Parish Meeting would be held on the same date as the April Parish Council Meeting.

vi. on the Cold Calling Sales Persons in the Village (reference correspondence 31.01.18 Carol Robinson).

A group of men had been in the village selling domestic cleaning products on a door to door basis. They had been quite aggressive in their methods with a number of residents. Cllr. Bappoo had contacted the Villages Community Police Officer who had advised how to deal with cold calling in the future. Details to be published PC website and the Parish magazine.

Clerk

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vii. Car Parking on Vicarage Terrace

Residents on Vicarage Terrace had expressed concern regarding the volume of vehicles parked on Vicarage Terrace and the parking of the mini bus belonging to Dementia Forward. Cllr. Townson would examine the problem and visit Dementia Forward to discuss the situation.

Cllr. Townson

11. Dates of Next Meetings

- i. Monday 5th March 2018
- ii. Monday 9th April 2018 – Parish Council Meeting and The Annual Meeting of the Parish

12. Confidential Items

These were discussed once the public had left the meeting.

The meeting closed at 9.00pm.

Minutes Approved as a Correct Record:

Signed.....
Cllr. P Gravestock (Chairman)

Date 5th March 2018

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

	Date	Subject	Date of Issue	Method	Issued by
1	15.01.18	NEW NATIONAL CAMPAIGN TO RAISE AWARENESS OF DANGERS OF OVERHEAD POWER LINES	19.01.18	Email	Clerk
*2	15.01.18	HBC Election Timetable & Elections	19.01.18	Email	Clerk
3	16.01.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS - HARROGATE BRANCH MEETING	16.01.18	Email	Clerk
4	16.01.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS - WEBINAR PROVIDED BY PKF LITTLEJOHN REGARDING THE EXTERNAL AUDIT REGIME FROM 1 APRIL 2018 – 23 JANUARY 2018, FROM 11AM TO 12.30PM-	16.01.18	Email	Clerk
5	16.01.18	Public Policy: Building an Innovative, Customer-Focused Public Transport Network	16.01.18	Email	Clerk
6	17.01.18	NALC Chief Executive's Bulletin 2: 12 January 2018	19.01.18	Email	Clerk
7	17.01.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS - DEMENTIA FRIENDLY COUNCILS	19.01.18	Email	Clerk
*8	18.01.18	SLCC Data Protection	19.01.18	Email	Clerk
*9	18.01.18	Locality Budgets – Defibrillator Grant	18.01.18	Email	Clerk
*10	18.01.18	Email; Nick Sambidge re Water Fountain	19.01.18	Email	Clerk
11	19.01.18	NALC CHIEF EXECUTIVE'S BULLETIN, NO 3: 19 JANUARY 2018	22.01.18	Email	Clerk
*12	19.01.18	HBC Litter Pick			
13	23.01.18	Meeting Invitation Community Rights: David Gluck, Tadcaster and Rural CIC Ltd	23.01.18	Email	Clerk
*14	26.01.18	Harrogate District Local Plan Publication Draft Consultation 26 January - 9 March 2018	28.01.18	Email	Clerk
*15	29.01.18	Letter (undated) from resident	29.01.18	Email	Clerk
*16	29.01.18	HBC email - Elections	29.01.18	Email	Clerk
*17	29.01.18	HBC Notification of Planning Update Scarah Lane	29.01.18	Email	Clerk
18	29.01.18	National Association of Local Councils Chief Executive's Bulletin 4: 26 January 2018	29.01.18	Email	Clerk
19*	30.01.18	Door to Door salesman: Carol Robinson Hill Top Barn	30.01.18	Email	Clerk
20	30.01.18	YORKSHIRE LOCAL COUNCILS ASSOCIATIONS - INDUCTION TRAINING DAY FOR NEWER CLERKS	30.01.18	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					
21	01.02.18	Renewal of Local Bus Contracts	01.02.18	Email	Clerk
22	31.01.18	Tour de Yorkshire Cycle Race 2018 Grant Fund	31.01.18	Email	Clerk
23	02.02.18	Touring plays (see below) for a performance in your village/community venue	02.02.18	Email	Clerk
24	05.02.18	North Yorkshire Now Newsletter	05.02.18	Email	Clerk
25	05.02.18	NALC CHIEF EXECUTIVE'S BULLETIN, NO 5: 3 FEBRUARY 2018	05.02.18	Email	Clerk
26	05.02.18	Legal & Governance: Harrogate Borough Council-Civic Centre will open on Saturday 17 th February for members of the public	05.02.18	Email	Clerk