

**BURTON LEONARD PARISH COUNCIL**  
**MEETING: 9 March 2020 (7.30pm – St Leonard's Hall, Burton Leonard)**  
**MINUTES**

**Present**

Cllr. P Bappoo (Chair)  
Cllr C Trout, Cllr A O'Kane, Cllr F Barwick, P Thornhill (Parish Clerk)

**1. APOLOGIES FOR ABSENCE**

Cllr M Harrison (NYCC)

**2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

**Item 10.viii)** Cllr C Trout: Access path over village green to East Lea

**3. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING HELD ON 10 FEBRUARY AS A CORRECT RECORD**

Noted that Litterpick date/time should read Saturday 21 March at 10pm  
Unanimously approved.

**4. MATTERS ARISING FROM THE PREVIOUS MINUTES NOT COVERED BY THE AGENDA**

None

**5. PLANNING**

**Notifications received since last meeting:**

- i.* **HBC Status: Registered** [20/00631/FUL|Received 17.02.20|Validated 27.02.20]  
Demolition of barn and erection of 1 no. dwellinghouse. | Flats House Scarah Lane Burton Leonard Harrogate North Yorkshire HG3 3RS  
**(09.03.20)** Resolved that BLPC would make no input

**Notifications decided since last meeting:**

- ii.* **HBC Status: Permitted** [20/00010/CON|Received 02.01.20|Validated 02.01.20]  
Demolition of outbuildings in a Conservation Area. | The Lilacs Copgrove Road Burton Leonard HG3 3SJ  
**(13.01.20)** Resolved that BLPC would make no input
- iii.* **HBC Status: Permitted** [20/00252/AMENDS |Received 21.01.20|Validated 21.01.20]  
Non-material amendment to allow additional gate opening to front boundary wall of planning permission 19/01971/FUL - Demolition of former public house and erection of 5 no. dwellings including the creation of new access, associated parking and landscaping. | Hare And Hounds Mill Lane Burton Leonard HG3 3SG

**Important planning applications on-going:**

- iv.* **HBC Status: Approved** [19/03854/FULMAJ|Received 10.09.19|Validated 17.09.19]  
Partial demolition of Primrose House, demolition of commercial buildings and erection of 30 dwellings with alterations to access. | Primrose House Copgrove Road Burton Leonard Harrogate North Yorkshire HG3 3SJ  
**14.10.19:** Discussed and agreed that BLPC would object on the grounds that surface water drainage solution was uncertain, that (from limited information from developer) wall and roof materials appeared to be entirely man-made and not in keeping with surrounding vernacular and that parking seemed inadequate. Email response to be formulated and submitted  
**02.12.19:** Discussed and noted that whilst Case Officer has indicated in recommendation that there had been no Statutory Consultee objections, this is not the case. NYCC LLFA has stated that no application should be approved without a hydrological survey of fitness for purpose of SW drainage to Robert Beck.  
**13.01.20** Clerk confirmed that he had provided outline to Cllr Metcalfe and that a response was awaited
- v.* **HBC Status: Registered** [19/05043/DVCMMAJ|Received 05.12.19|Validated 05.12.19]  
Variation of conditions 14 and 17 (Highways) to allow for offsite highway works to be implemented ahead of development commencing of Appeal decision APP/E2734/W/17/318652 (planning permission 16/01869/FULMAJ) | Flats House Scarah Lane Burton Leonard HG3 3RS  
**(13.01.20)** Resolved that objection already drafted by Clerk should be submitted to HBC
- vi.* **HBC Status: Registered** [19/05280/DISCON |Received 23.12.19|Validated 23.12.19]  
Approval of details required under conditions 4 (landscaping), 6 (tree planting) and 25 (electric vehicle infrastructure) 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  
**(13.01.20)** Resolved that BLPC would not comment on landscape aspects but would request HBC to review on-going landscape management – especially in the context of the proposed Management Company and lack of detail on this aspect in the landscaping input. Clerk to draft input and submit to HBC  
**(10.02.20)** Resolved that BLPC would object to this and related landscape/layout/plan applications due to identification of reduction of tree planting, internal site layout changes and changes to property types

ACTION
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*noted as a result of correspondence between agent and HBC. Taken in combination, the changes represented a significant change from the plans approved by the Planning Inspector*  
**(09.03.20)** Clerk advised that at time of meeting this application had changed to HBC status Awaiting Decision. All conditions had been confirmed OK by Consultees

- vii. **HBC Status: Registered** [19/05281/DISCON|Received 23.12.19|Validated 23.12.19]  
Approval of details required under conditions 11 (Surface water drainage), 14 (Construction details) and 18 (Access road) 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  
**(13.01.20)** Resolved that BLPC would object to discharge of Condition 11 on grounds that NYCC LLFA flood risk requirements had not been met. On conditions 14 and 18 BLPC would note the preferred use of granite sett kerbing. Clerk to draft and submit to HBC  
**(10.02.20)** Resolved that BLPC would object to this and related Landscape/layout/plan applications

- viii. **HBC Status: Registered** [20/00195/DISCON|Received 16.01.20|Validated 16.01.20]  
Approval of details required under conditions 3 (materials), 16 (surface water), 24 (remediation scheme) and 26 (Secured by Design) 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  
**(10.02.20)** Resolved that BLPC would object to this and related Landscape/layout/plan applications

Clerk

- ix. **HBC Status: Registered** [20/00274/DISCON|Received 22.01.20|Validated 22.01.20]  
Approval of details required under conditions 22 (dirt egress), 23 (parking/storage), 28 (ecology) and 29 (ecology) of permission 16/01869/FULMAJ - Proposed residential development (Use Class C3) comprised of 19 open-market dwellings and 12 affordable dwellings. | Flats House Scarah Lane Burton Leonard HG3 3RS  
**(10.02.20)** Resolved that BLPC would object to H balsam conditions discharge and developer's Ecology report

Clerk

**Other planning applications on-going:**

- x. **HBC Status: Registered** [20/00387/FUL|Received 30.01.20|Validated 30.01.20]  
Erection of single storey extension, 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. (Revised scheme) | Hambleton Grange Station Lane Burton Leonard Harrogate North Yorkshire HG3 3RX  
**(10.02.20)** Resolved that BLPC would make no input

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

- xi. **HBC Status: Alleged Breach** [19/00233/BRPC15]  
Access drive used for non-agricultural use to south of Flatts House, Scarah Lane. HG3 3RS  
**02.12.19:** Clerk reported that HBC Enforcement had indicated a probable breach of Appeal conditions but that the first Appeal decision had possibly been overridden by Loxley Phase 1 Planning Appeal outcome. HBC Legal considering the situation  
**13.01.20:** No further update from HBC

Clerk

- xii. **HBC Status: Alleged Breach** [19/00710/BRPC15]  
Alleged breach of highways conditions by HGV's accessing site prior to discharge of conditions Flatts House, Scarah Lane. HG3 3RS  
**(10.02.20)** Resolved that BLPC would update HBC Enforcement on fact that work had been undertaken in H balsam infested areas apparently in breach of conditions  
**13.01.20:** Clerk advised that HBC Enforcement had responded that investigative work was permitted but that this was being confirmed with HBC's Principal Ecologist.

Clerk

- xiii. **HBC Status: Alleged Breach** [20/00064/PR01]  
Tree Removal: Primrose House Copgrove Road Burton Leonard Harrogate North Yorkshire HG3 3SJ

- xiv. **HBC Status: Permitted** [20/00658/TCON|Received 19.02.20|Validated 19.02.20]  
Felling of 1no Cotoneaster tree within Burton Leonard Conservation Area | Orchard Farm Church Lane Burton Leonard Harrogate North Yorkshire HG3 3SD

**6. MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COUNCIL WITH QUESTIONS OR COMMENTS**

Mr Philip Baldwin updated the PC on VE day celebration preparations and the Local History Group's request for a £150 grant to support the lamination of VE day materials (see also item 10.xii).

**7. FINANCE**

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<p><i>i.</i>     <b>Bank statement:</b> Bank statement to 29 February 2020 had not been received from Barclays at the time of the meeting.</p> <p><i>ii.</i>    <b>Income and expenditure:</b> I&amp;E statement was approved by the Chairman.</p> <p><i>iii.</i>   <b>Notification of receipts:</b> None</p> <p><i>iv.</i>    <b>Invoices to approve for payment:</b> a) Clerk, P Thornhill for March 2020 £300.69 gross, BACS.</p> <p><i>v.</i>     <b>BLPC Financial Regulations review:</b> BACS processing to be documented together with guidance of unanticipated revenue spend in one year being recovered in following year's Precept.</p> <p><i>vi.</i>    <b>Parish Insurance</b> Cllr Trout advised the it was anticipated that Came &amp; Co would issue a renewal notice on 1 April 2020. Parish Council to assess costs at the 20 April 2020 PC meeting.</p> <p><i>vii.</i>   <b>Banking authorisations</b> Cllr Townson's resignation letter discussed in the context of the timely change of signatories on banking authorities. <b>Resolved unanimously that:</b> a) Cllr Townson's resignation would not be accepted until the PC and Cllr Townson had agreed a date for the timely authorisation of change of signatories relating to the Barclays Bank account b) That Cllr C Trout be added to the signatories list and that Cllr Bappoo should also be added but only as a 'last resort' emergency signatory</p> <p><i>viii.</i>   <b>Land Registry: Parish Council assets</b> Clerk updated the meeting on proposals by the Land Registry to require that Parish land and/or property would be required to be Registered. For Burton Leonard this would probably mean the village greens and pump shelter. The requirement was not immediate, but would require budgeting in the 2021-22 financial year. It was anticipated that YLCA would provide further process guidance</p> <p><b>8. CORRESPONDENCE</b></p> <p><i>i.</i>     <b>Summary List</b> Circulated in advance of the meeting. Nothing identified as important beyond that which had already been included on Agenda. The volume of unimportant email correspondence circulated to Cllrs was discussed. <b>Resolved unanimously that:</b> All emails received from members of the public would be circulated, but that the Clerk was to use his discretion on whether low importance emails were circulated to all.</p> <p><b>9. COUNCILLORS REPORTS</b></p> <p><i>i.</i>     <b>Vehicle speeds through the village</b> <b>Resolved unanimously that:</b> Verge-side 'gates' and trees on Station Lane should be trialled as a way to encourage reduced traffic speeds on entering the village and 2 off 1m wide x 1.8m high white 'gates' should be installed subject to a £1,000 (inc VAT) budget and there being sufficient verge width. 4 Cherry tress also to be planted in vicinity.</p> <p><i>ii.</i>    <b>Village risk assessment</b> To be added to website</p> <p><b>10. ITEMS FOR DISCUSSION/REVIEW/ACTION</b></p> <p><i>i.</i>     <b>Standing orders</b> 2019 version to be included on website. Minutes on website to reviewed</p> <p><i>ii.</i>    <b>Road surfacing and gully repairs within village</b> BLPC to write and thank NYCC</p> <p><i>iii.</i>   <b>Provision of disabled access to upper village green seating area</b> Progress update to be carried forward to next meeting.</p> <p><i>iv.</i>    <b>Village tree planting scheme &amp; spring Bulbs</b> Free spring bulbs for planting in autumn had been ordered from HBC. Initial tree planting to be Cherries in association with item 9.i</p> <p><i>v.</i>     <b>2020 Litterpick: 21-22 March 2020</b></p>	<p>Clerk</p> <p>Cllrs O'Kane, Bappoo &amp; Trout</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Bappoo Clerk</p>
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<p>Noted that Litterpick date/time was Saturday 21 March at 10pm. Notice to be placed on village noticeboard and publicised on village Facebook page.</p> <p>vi. <b>Home Office Consultation: Strengthening police powers to tackle unauthorised encampments</b>          Cllr Townson had submitted, by the consultation deadline, responses on behalf of BLPC to 17 questions based on feedback received from Cllr Trout.</p> <p>vii. <b>Items for Parish Magazine</b>          Police Surgeries          Dog poo bags left on left on verges rather than in bins</p> <p>viii. <b>Laying of paths to properties fronting onto village green(s) where green is only access route</b>          Cllr Trout absented himself from the meeting for discussion of this item.          Mrs &amp; Cllr Trout had submitted an application to lay a short length of paving between the access road crossing the Station Square village green and their property at East Lea. Supporting documentation suggested the presence of related access rights to the property.  <b>After discussion it was resolved unanimously that:</b> It would be preferable to use gravel-filled 'grass crates' through which grass would grow rather than 'formal' paving. Cllr Trout to be advised and provided with details. Clerk to further review access rights.</p> <p>ix. <b>Local Policing Surgeries</b>          Agreed that the PC should facilitate an initial surgery and include details on the village Facebook pages. Clerk to draft text and Cllr Barwick to add to village Facebook page</p> <p>x. <b>Uncontrolled dogs</b>          Situation reviewed. Problem seems to have abated</p> <p>xi. <b>Parish Council membership</b>          Immediate and long term priorities in terms of broadening PC Cllr membership was discussed</p> <p>xii. <b>VE Day</b>          Agreed that PC should loan its bunting for the celebrations and to support the Local History Group with a £150 (inc VAT) contribution to cover the cost of laminating village VE history materials.</p> <p><b>11. DATES OF NEXT MEETINGS</b></p> <table border="0" style="margin-left: 40px;"> <tr> <td><b>Annual Parish Meeting:</b></td> <td>Monday 20 April 2020:</td> <td>7.00pm St Leonard's Hall</td> </tr> <tr> <td><b>Parish Council Meeting:</b></td> <td>Monday 20 April 2020:</td> <td>7.30pm St Leonard's Hall</td> </tr> </table> <p><b>12. CONFIDENTIAL ITEMS</b>          None</p>	<b>Annual Parish Meeting:</b>	Monday 20 April 2020:	7.00pm St Leonard's Hall	<b>Parish Council Meeting:</b>	Monday 20 April 2020:	7.30pm St Leonard's Hall	<p>Cllr Bappoo Cllr Barwick</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Barwick Clerk</p> <p>Clerk</p>
<b>Annual Parish Meeting:</b>	Monday 20 April 2020:	7.00pm St Leonard's Hall					
<b>Parish Council Meeting:</b>	Monday 20 April 2020:	7.30pm St Leonard's Hall					

The meeting ended at 9.15pm

**ADDENDUM (5 April 2020) TO MINUTES:**

These minutes are an accurate record of the meeting held on 9 March 2020. Subsequent to the meeting, the Coronavirus pandemic and Government guidance in response necessitated the provisional cancellation of the next meeting scheduled for Monday 20 April 2020.

In accordance with **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020** Burton Leonard Parish Council has (as of 5 April 2020) formally cancelled the scheduled 20 April 2020 meeting.

The Parish Council is evaluating the new regulations in relation to the use of 'remote' meetings using web-based formats as permitted by the new Regulations. Subject to positive trials of software, and as soon as practicable, the Parish Council's intention is to hold remote web-based meetings that are accessible to the public. Dates of future meetings will be published via the village Facebook page and Parish Noticeboard.