

# BURTON LEONARD PARISH COUNCIL

Minutes of the Annual Meeting of Burton Leonard Parish Council  
Monday 2nd July 2018 at 7.30pm held at St Leonards Hall, Burton Leonard.

Action

## Present

Cllr. Cllr. K Townson (Chairman)  
Cllr. P Bappoo, Cllr. F Barwick, Cllr. A O’Kane, Cllr. M Harrison, E Boddy Temporary Clerk  
2 members of the public attended.

### 1. Apologies for Absence

Cllr. Z Metcalfe

### 2. Declarations of Interest in Items on the Agenda

i. Cllr F Barwick – Agenda item 5 iii.

### 3. Approval of the Minutes from the Previous Meeting held on 4<sup>th</sup> June 2018

The minutes of the previous meeting held on 4th June 2018 were approved as a correct record. Proposed by Cllr. Bappoo 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: 18<sup>th</sup> July 2018 10.00am**

**The Mount Batten Room, Cairn Hotel, Ripon Road, Harrogate**

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.

Cllr. Bappoo advised that there would be two representatives speaking on behalf of the village and parish council at the appeal. A landscape representative would also be representing the village.

It was agreed that villagers be encouraged to attend the hearing by putting information on Facebook, putting up posters and information drops to householders.

All

#### Planning Applications

ii. **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 8<sup>th</sup> May 2017 documents: 8811146, 8811147, 8811149.*

Noted that the commuted sums calculation for the application had been received and showed the plan was for 42 three-bedroom houses. Cllr. Metcalfe undertook to find out whether the development plans had been changed.

iii. **Status Approved Subject to Conditions**

18/01718/FUL. | Received: Thu 26 Apr 2018 | Validated: Thu 26 Apr 2018

Erection of stables and tack room. Field House Mill Lane Burton Leonard Harrogate North Yorkshire HG3 3SH  
*Option A – The Parish Council has no objections*

iv. **Status Pending Consideration**

18/01727/FUL | Received 26.04.18 | Validated 26.04.18

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*

v. **Status Approved Subject to Conditions**

18/01422/FUL | Received 05.04.18 | Validated 16.04.18

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Installation of pitched roof to existing extension and alterations to fenestration. High Green Scarah Lane Burton Leonard Harrogate North Yorkshire HG3 3RW

*Option D – The Parish Council supports the application.*

vi. Status Pending Consideration

18/01667/FUL | Received: Mon 23 Apr 2018 | Validated: Tue 08 May 2018

Erection of single storey extension; Installation of Dormer extension. Erection of garage. Lime Kiln Cottage Limekiln Lane Burton Leonard Harrogate North Yorkshire HG3 3TE

*Option B – The Parish Council objects: The parish council has no objections to the house extension but objects to the scale and proportion of the garage building in relation to the size of the property and also the impact that such a building would make to the landscape on a greenfield site that is part of the Ripon Rowel.*

vii. Status: Pending Consideration

18/02094/DVCON | Received: Thu 17 May 2018 | Validated: Thu 17 May 2018

Application for the variation of condition 2 (approved drawings) of planning permission 15/04400/FUL (Demolition of bungalow and outbuildings and erection of 1 dwelling (Site Area 0.5 ha.) to allow amendments to proposed dwelling. Curlew Common Balk Lane Burton Leonard Harrogate North Yorkshire HG3 3ST

*Option D – The Parish Council supports the application.*

viii. Status Pending Consideration

18/02047/FUL | Received: Fri 18 May 2018 | Validated: Sat 19 May 2018

Erection of single storey and dormer extensions and replacement roof, alterations to fenestration and demolition of existing garage and conservatory (Revised Scheme). Green Gables Mill Lane Burton Leonard HG3 3SH.

*Option B – The Parish Council objects as the design is overbearing to neighbouring properties and out of character for the street scene and the character of the village.*

ix. Status Pending Consideration

Ref. No: 18/02076/FUL | Received: Fri 18 May 2018 | Validated: Tue 29 May 2018

Erection of single storey extension and demolition of existing extension. Thornfield Farm Apron Lane Burton Leonard Harrogate North Yorkshire HG3 3SY

*Option D – The Parish Council supports the application.*

x. Status Pending Consideration

Ref. No: 18/02468/TCON | Received: Mon 18 Jun 2018 | Validated: Mon 18 Jun 2018

Felling of one conifer tree within Burton Leonard Conservation Area.

Orchard House Peter Lane Burton Leonard HG3 3RZ

### 6. Members of the Public are Invited to Address The Council with Questions or Comments

Cllr. Harrison raised the issue of HGV's travelling through Burton Leonard (Agenda item 9 xiii). He reported that NYCC Area 6 had reported that the HGV's should cease in approximately 2 weeks. Cllr Townson stated that he had contacted the contractors and was advised that the project would require the HGV's would continue until the end of July and working out the tonnage of soil to be transported this would support the contractors estimate. Cllr Townson also reported that he had contacted by email, NYCC Area 6 regarding the timescale and the route they had chosen.

In discussion it was noted that although Hymas wagons travelled through the village these were generally only 2 periods in the day and not in the volume of the HGV's travelling to Scotton starting now earlier and running later in the day with approximately 5 return journey's in an hour. Cllr. Harrison advised he would speak to NYCC Area 6 regarding the timescale.

Cllr. Harrison informed the meeting that a 3 million capital programme for road surface dressing had been allocated and it was recognised that roads particularly in the northern part of the region were in a bad condition. Councillors requested that Cllr. Harrison put Burton Leonard roads forward for consideration in particular Station Lane which was suffering with the current massive numbers of HGV's travelling through to Scotton village.

Cllr. Harrison updated the Council regarding the road closure for Kex Gill and advised one lane of the road was planned to be opened in a week's time.

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### 7. Finance

- i. The bank statement for £13,504.10 dated 21.06.18, was received and signed by the Chairman.
- ii. The Income and Expenditure dated 21<sup>st</sup> June 2018 balance £13,504.10 circulated to Councillors with the agenda was received and signed by the Chairman.
- iii. Notification of Receipts  
It was noted that the VAT refund of £250.98 was received on 19<sup>th</sup> June 2018.
- iv. Invoices to Approve for Payment
  - a) The payment of Temporary Clerk, E Boddy for June for £275 gross and July for £275 gross, claim sheet was approved, payment BACS.
  - b) Payment of PAYE £86.00 approved notified by EurAduit UK, payment BACS.
  - c) Payment of Farm and Land Services Ltd, invoice 5053, value £188.40, for grass cutting was approved.
  - d) Payment of YLCA GDPR training course fee, invoice 173-1819, value £45.00 for Cllr Townson was approved, payment by BACS.
  - e) Payment for landscape consultants fee of £250 to represent the PC at the appeal hearing Appeal Reference: APP/E2734/W/17/3181652, was approved. An invoice for payment would be received after the hearing.
  - f) Payment for D3 Office Group for stationery value £26.28, invoice no:712413, pre-payment made, was approved.
  - g) Payment for G Watson for painting of benches for £512.00 was approved and cheque no: 100130 was issued.
- v. It was noted that the June quarterly review of the budget for 2018-19 had been circulated to Councillors with the Agenda. No questions were raised.
- vi. Signatories for the Bank and Bank Statement Access  
Cllr Townson reported that both he and Cllr Barwick had not received any authorisation to access and approve payments on the bank account. It was agreed that the Clerk should as RFO should have access to view the account. It was noted that Cllr Barwick would look at the feasibility of moving the bank account to a different bank as Barclays bank was proving to be difficult to work with.

all payments to be actioned by Cllr O'Kane

Cllr Barwick

### 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  
Cllr Townson reported that the defibrillator unit had been received and arrangements would be made regarding installation.
- ii. School Access Road  
Cllr. Townson reported that NYCC had agreed to fund £10,000 towards the repair of the road. Cllr Townson would obtain 3 quotations for the work to be considered by the council. Cllr Townson  
It was agreed that a sub-committee of interested parties be set up to deal with the future maintenance of the access road. Cllr Townson agreed to be the Parish Council member of the sub-committee. Cllr Townson  
A risk assessment of the school access road would be carried out. Cllr Townson
- iii. Village Green Footpath  
It was agreed that this matter now be closed.
- iv. Drainage on the Lower Village Green  
Cllr Townson confirmed that the works had been completed on the green. The broken surface sewer pipe was still to be repaired.
- v. Potentially Dangerous Wall on Dolly Walk  
Cllr. Townson advised no reply had been received from the North Yorkshire Pathways officer and he would chase a reply. Cllr Townson
- vi. General Data Protection Regulations  
It was noted that Parish Councils are not required to have a Data Protection Controller. All  
It was noted that work remained to be carried out to meet the requirements of GDPR

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Cllr Townson advised at the GDPR course he had attended it was advised that all councillors email addresses should be "councillor@burtonleonard?" And pointed to their personal address.

- vii. Positioning of the Dog Poo Bin on the green near Scarah Lane  
Cllr Bappoo reported that this had been reported but no action taken by HBC, he would chase again. Cllr Bappoo
  - viii. Change of type of Bollard Design on Peter Lane  
Cllr Bappoo reported this had been raised with NYCC but no response had been received. The logon information had been received to the NYCC Parish Portal so hopefully this would facilitate reporting this type of issue in future online. It was agreed no further action would be taken as low priority.
  - ix. Tree Donation  
Cllr. Townson reported the tree had been delivered. Planting needed to take place when there were suitable weather conditions. Cllr Bappoo
  - x. Councillor areas of responsibility.  
A list of current areas of responsibility areas to be allocated were circulated at the meeting. Cllr Townson requested that the clerk circulate the list after the meeting to all councillors to look at unallocated areas of responsibility and contact the clerk with areas they would take on. All
  - xi. HDC Infrastructure Levy Preliminary Charging Schedule Consultation.  
Discussion took place regarding the complexity of reading the volume of documentation relating to this topic and how assistance could be found to assist with the cost and preparation of a village plan. Councillors were requested to try and read the documentation and for a councillor to consider taking on this area of responsibility.
  - xii. Vacancy for Parish Clerk.  
Six applications had been received and circulated to councillors prior to the meeting. The applications were discussed under agenda item 10.
  - xiii. HGV Lorries travelling through Burton Leonard  
This was discussed under agenda item 6.
  - xiv. Risk Assessment for lower village green.  
It was agreed that a generic risk assessment was required for the village green. Cllr. Townson had prepared a draft for consideration and further work. Cllr Townson
  - xv. Councillor Vacancy.  
The Clerk reported that the expiration date for the Notice of Vacancy and as no election had been requested the council were required to fill the vacancy as soon as practicable by co-option. Cllr Townson
  - xvi. Review of Trees  
Cllr Bappoo reported that there was one tree that was dead on Station Lane, on the top green there was a tree with rotten branches and the low green also had a dead tree. Cllr Bappoo to undertake to find costs for dealing with the trees and replacement cost if appropriate. Cllr Bappoo
- 10. Items for Discussion/Action**
- i. Insurance and Risk Assessment for Events  
The Clerk reported both a copy of the risk assessment and insurance for the Fun Run had been received. Cllr. O’Kane agreed to contact the Feast committee to obtain a risk assessment and a copy of the public liability insurance. Cllr O’Kane
  - ii. YLCA Joint Annual Meeting 2018, representative to attend.  
No representative from the council would attend
  - iii. Verge Grass Cutting for NYCC grant  
The Clerk reported that NYCC had provided a map showing the areas of verges in the Parish under the terms of the grant. The details had been passed to Cllr. Bappoo who would check with Farm and Land Services Ltd regarding the costs. Cllr Bappoo
  - iv. Silver Jubilee Box Storage  
The Clerk advised that a Silver Jubilee Box prepared in 1977 had been returned from bank storage. The box not to be opened for 50 years to be held in storage by the Clerk. Clerk
  - v. Review for of Number of Meeting Dates for the Parish Council  
The Clerk circulated a proposal that the number of meeting dates be reduced commencing in 2019. The proposed dates were:  
Mon 14<sup>th</sup> January 2019, (no meeting February)

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Mon 4<sup>th</sup> March  
 Mon 14<sup>th</sup> April  
 Mon 20<sup>th</sup> May, (no meeting June)  
 Mon 1<sup>st</sup> July (no meeting August)  
 Mon 2<sup>nd</sup> September  
 Mon 16<sup>th</sup> October (no meeting November)  
 Monday 2<sup>nd</sup> December

This would allow more time for actions to be completed prior to meetings. If necessary additional meetings could be called. The proposal was agreed by all councillors.

- vi. Items for the Parish Magazine  
 Items for the Parish Magazine were: Dog poo on the village green where children are playing, new meeting date, New councillor required.
- vii. Parish Portal  
 The Clerk reported that logon details had been received to allow access to the portal and would be set up shortly. Clerk
- viii. Request for Tables for refreshments on the Village Green for Feast Day and Sign for the Village Store on the Green.  
 The request for the tables was approved. No signs are allowed on a village greens. Clerk to advise the village store. Clerk

### 11. Dates of Next Meeting

- i. **Monday 3rd September 7.30pm, St Leonard's Hall.**
- ii. Monday 1<sup>st</sup> October 7.30pm St Leonards Hall

### 12. Confidential Items

Applications received for Parish Clerk were discussed. The Temporary Parish Clerk agreed to take on the role permanently as the number of council meetings had been reduced in 2019.

**The meeting closed at 10.00pm.**

### Minutes Approved as a Correct Record:

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

Date 3<sup>rd</sup> September 2018

BURTON LEONARD PARISH COUNCIL  
 Correspondence Received  
**Committee Meeting**  
 2<sup>nd</sup> July 2018 at 7.30 pm

	Date	Subject	Date of Issue	Method	Issued by
1	05.06.18	YLCA – NATIONAL ASSOCIATION OF LOCAL COUNCILS - CHIEF EXECUTIVE'S BULLETIN NO. 22: 1 JUNE 2018	05.06.18	Email	Clerk
2	05.06.18	Cllr. Z Metcalfe: Response to PCC queries	05.06.18	Email	Clerk
3	05.06.18	Development Officer, York and North Yorkshire Play and Recreation Association info	05.06.18	Email	Clerk
4	06.06.18	Head of Culture, Tourism & Sports, Harrogate Borough Council – comments which you would like to offer about the draft strategy which is being designed to reflect national and regional policies regarding sport and physical activity	06.06.18	Email	Clerk
*5	06.06.18	YLCA – RECORDS MANAGEMENT POLICY (TEMPLATE)	06.06.18	Email	Clerk
*6	08.06.18	Race Director – 2018 Burton Leonard 10km and Fun Run insurance & Risk Assessment	08.06.18	Email	Clerk
*7	11.06.18	YLCA – GENERAL DATA PROTECTION REGULATION (GDPR) - TRAINING SEMINAR	11.06.18	Email	Cllr Townson
8	15.06.18	SLCC Newsletter	17.06.18	Email	Clerk
9	18.06.18	YLCA – latest edition of White Rose Update.	18.06.18	Email	Clerk
10	19.06.18	YLCA – NALC Chief Executive's Bulletin: 15 June	19.06.18	Email	Clerk
*12	21.06.18	HBC Member Services – PARISH CONSULTATION MEETING – Thursday 28 June 2018	21.06.18	Email	Clerk
*13	21.06.18	NYCC Highways and Transportation – Urban Highway Grass Cutting Within Your Parish Area	24.06.18	Email	Clerk
*14	25.06.18	YLCA Joint Annual Meeting 2018 Agenda & Annual Review paper format			To be presented at the meeting
<b>Correspondence Received after the issue of the Agenda considered at the Meeting</b>					
15	25.06.18	YLCA – NALC Chief Executive's Bulletin, week ended 22 June 2018	25.06.18	Email	Clerk
16	29.06.18	YLCA – Attendance at the YLCA Annual Joint Executive Board Meeting – Saturday 14 July 2018 at 10am, The Bridge Hotel, Walshford, Wetherby	29.06.18	Email	Clerk
*17	01.07.18	NYCC Parish Portal	02.07.18	Email	Clerk
18	02.07.18	YLCA – NALC CHIEF EXECUTIVE'S BULLETIN, WEEK ENDING 29 JUNE 2018.			