

BURTON LEONARD PARISH COUNCIL
MEETING: 5 November 2018 (7.30pm - St Leonard's Hall, Burton Leonard)
MINUTES

Present:

Cllr. K Townson (Chair)

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

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- | | ACTION |
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| <p>1. Apologies for Absence
Cllr. M Harrison (NYCC), Cllr. Z Metcalfe (HBC)</p> <p>2. Declarations of Interest in Items on the Agenda
Cllr Townson declared an interest in item 7.vi (Payment to the organisation BLOG under Section 137 of the Local Government Act 1972).</p> <p>3. Approval of Minutes from the previous Meeting held on 1 October 2018 as a correct record
Proposed: Cllr. A O'Kane
Seconded: Cllr. P Bappoo</p> <p>4. Matters Arising from the Minutes not covered by the Agenda
None</p> <p>5. Planning</p> | |

Notifications received since last meeting:

- i. **HBC Status: Registered** [18/03595/FUL | Received: 29 Aug 2018 | Validated: 04 Oct 2018]
Erection of single storey extension, attic conversion incorporating a dormer window and alterations to fenestration: Rosings Station Lane Burton Leonard Harrogate North Yorkshire HG3 3RU
In absence of comments from village direct to BLPC and having reviewed site and plans, unanimously resolved that BPLC had no objections or comments. Clerk to advise HBC
- ii. **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

Notifications decided since last meeting:

- iii. **HBC Status: Approved** [18/03665/TCON | Received: 03 Sep 18 | Validated: 19 Sept 18]
Felling of 1no. Cherry, 1no. Holly and 1no. Cedar trees, crown lift (by 2.3m) of 1no. Walnut tree and selective pruning of 1no. Pine tree in Burton Leonard Conservation Area: Prospect House Scarah Lane Burton Leonard HG3 3RS
- iv. **HBC Status: Approved** [18/03926/TCON | Received: 20 Sep 18 | Validated: 20 Sep 18]
Crown reduction (by 2m) of Thuja Tree within Burton Leonard Conservation Area.
1 Pinfold High Peter Lane Burton Leonard Harrogate North Yorkshire HG3 3RZ
- v. **HBC Status: Approved** [18/03203/FUL | Received: Fri 03 Aug 18 | Validated: Fri 03 Aug 18]
Erection of single, first-floor and two storey extensions, formation of new vehicular access, and alterations to garage, driveway and fenestration (revised scheme): Newton House Mill Lane Burton Leonard HG3 3SH
- vi. **HBC Status: Confirmation of discharge of conditions** [18/03600/DISCON]
Application for approval of details required under Conditions 3 (Materials) and 8 (Root protection) of planning permission 18/02047/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 (Revised Scheme): Green Gables Mill Lane Burton Leonard Harrogate North Yorkshire HG3 3SH

Major applications:

- vii. **HBC Status: Allowed**
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.
Application reference: 6.68.51.H.FULMAJ 17/00078/NREFPP
Appeal Reference: APP/E2734/W/17/3181652
- viii. **HBC Status: Pending Consideration** [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)

ACTION

Clerk

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Cllr. Metcalfe had, as offered, checked progress and advised via email that a s106 agreement was still awaited

- ix. **HBC Status: Pending Consideration** [17/01006/OUTMAJ|Received 06.03.17|Validated 21.03.17]
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 8th May 2017 documents: 8811146, 8811147, 8811149. 09.04.18 letter sent from BLPC re flooding on the area.
Cllr. Metcalfe had, as offered, checked progress and advised via email that the delay was apparently due to awaiting the outcome of Loxley Homes Phase 1 appeal, that the Jomast application was likely to be revised down to 31 properties and that the village would be re-consulted on any revised application

On-going applications:

On-going tree and enforcement notifications:

Other planning matters:

Noted that from November 2018 HBC would be implementing an electronic system for notifying BLPC of planning consultations. Clerk already receiving parish-wide notifications and agreed that by end November Clerk would set up same system for each of the Parish Councillors

Clerk

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

No members of public attended

7. Finance

i. **Bank statement**

To receive the bank statement: Balance £14,066.76 dated 30 Oct 2018 - approved by the Chairman

Cllr Townson

ii. **Income and expenditure:**

To receive the I&E account dated 30 Oct 2018 circulated to Councillors with the Agenda. Clerk drew attention to initial pre-Precept planning update on 2018 funds carry-in and preliminary assessment of 2019 carry-forward

Cllr Townson

iii. **Notification of receipts:**

None received

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

- a) Farm & Land Services Ltd (Inv 5188; 28.09.18): £188.40 via BACS
- b) Hire of St Leonard's Hall for PC meetings (02.10.18): £56.00 via cheque
- c) To note the new procedure to claim the grass cutting grant from NYCC and Cllr Bappoo to check/confirm work carried out so claim can be made
- d) Clerk, P Thornhill for December £300.69 gross claim sheet for Chairman to sign, payment by BACS.

Cllr O'Kane
to process
following
approval

v. **Proposed expenditure approval**

- a) Farm & Land Services Ltd (Tree works Lower Green & Station Road): £240.00 + VAT.
 - b) Budget of £100 for purchase of 2nd hand video projector to review planning applications: £100 max
 - c) Budget of £272.50 for replacement tree, stake, fixings, etc (in addition to donated tree)
- All approved unanimously

Cllr Bappoo
Clerk
Cllr Bappoo

vi. **Donation to BLOG**

Facilitation of payment of £780 to BLOG's Treasurer to be completed

Cllr O'Kane

vii. **Defibrillator**

Cllr Townson confirmed that he had spoken with Mr Morse who wishes the residual £201 of his donation to be used for on-going running/maintenance/consumables costs relating to the defibrillator

Clerk

viii. **2019-20 Precept planning process**

Clerk updated meeting on process timing/deadlines: 1st pass assessment at December BLPC meeting; 1st draft of precept request circulated to BLPC by 31 December; final version approved at 14 January 2019 BLPC meeting; submission to HBC by 18 January 2019

ix. **Review of existing banking signatories**

In spite of best endeavours, progress still remains slow and on-going with Barclays Bank for signatories BACS, cheques Clerk's ability to view bank account activity on-line

Cllr O'Kane

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Unanimously agreed that if situation not resolved by 14 January 2019 BLPC meeting, that BLPC would formally begin process of changing banks

8. Correspondence

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| <p>i. Summary list
 a) Initial list circulated with this agenda - locally important items (iv to vi) received after agenda circulation
 b) Frequency and circulation of communications discussed. Agreed that Clerk should 'flag up' locally important correspondence when forwarding</p> | Clerk |
| <p>ii. Lime Kilns SSSI
 Email received from YWT concerning fires, use of area by bikes as cycle track, etc. Cllr Bappoo briefed meeting on his response to YWT - issue to be included within Parish Magazine</p> | Clerk |
| <p>iii. Ripon City Council
 Email received re Ripon Surrounding Parish Relations and Clerk's meet up. Agreed that Clerk and Cllr Townson should participate in Ripon City Council's initiative</p> | Cllr Townson
Clerk |
| <p>iv. BL Women's Institute
 Location for donated tree. Cllr Townson advised that he had liaised and agreed location</p> | Cllr Townson |
| <p>v. Mr & Mrs Andrews
 Request to consider traffic calming measures in light of proposed housing developments. Meeting briefed by Cllr Bappoo on past speed survey outcome and discussion of possible measures. Consideration to be included within wider BLPC action in monitoring adherence to any development planning conditions</p> | |
| <p>vi. Mrs Finlay
 Agricultural vehicle and trailer blocking entrance to Limekilns SSSI. Land not highway or PROW, but possibly responsibility of YWT. Cllr O'Kane to speak informally with vehicle owner</p> | Cllr O'Kane |

9. Councillors Reports

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| <p>i. Defibrillator £201.00 reserve and training update
 (See also item 7.vii). £201 reserve to be used for on-going costs. Familiarisation training event poorly supported locally - but with good attendance from other parishes</p> | Cllr Townson |
| <p>ii. School access road
 Remains on-going</p> | Cllr Townson |
| <p>iii. Condition of Lower Village Green following work by Yorkshire Water
 Issue relates to settlement after YW repairs to fresh water supply. Cllr Townson has placed 3 calls to Graham Linaker at YW requesting further remedial work is undertaken and response still awaited.</p> | Cllr Townson |
| <p>iv. Potentially dangerous wall on Dolly Walk – unsafe wall
 Cllr Townson advised that wall has been inspected by NYCC PROW team and that their response is still awaited. Item to be raised again in BLPC January meeting agenda if no response received in interim</p> | Cllr Townson |
| <p>v. General Data Protection Regulations
 Clerk updated on his initial review. Noted that BLPC did not need to be registered with ICO, but recommended that PC should nevertheless operate in line with ICO guidelines, that Clerk is the focal point for many aspects of what is nevertheless required in terms of data retention and records destruction, etc. Clerk to review more fully and report back by January 2019 BLPC meeting</p> | Clerk |
| <p>vi. WI tree donation planting location
 Agreed location to be lower green. Cllrs Townson & Bappoo to plant</p> | Cllr Townson |
| <p>vii. Councillor areas of responsibility
 Proposed by Clerk that presentation on website should be condensed to an 'over-arching' responsibilities rather than long lists. Clerk to make recommendation for implementation after December meeting</p> | Clerk |
| <p>viii. HBC Infrastructure Levy Preliminary Charging Schedule Consultation
 Cllr Barwick updated meeting. Village will receive 15% levy irrespective of participating in production of village plan. This would rise to 25% with plan in place - provided the plan aligns with HBC's. However, constraints imposed by adopting such a plan and time to create it not perceived to be time-effective relative to financial benefits and other priorities. No further action to be taken.</p> | |
| <p>ix. Update on risk assessment for village green and school access road (draft RA's circulated by Cllr. Barwick 26.08.18)
 Via email Cllr Harrison had advised that he had not had opportunity to investigate NYCC's stance on the</p> | Cllr Harrison |

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school access road - but that he would do so

10. Items for Discussion/Action

i. Review of Standing Orders (draft circulated to PC by Liz Boddy)

Clerk advised that he had reviewed and concluded that the draft Standing Orders should be adopted 'as is'. Cllr Barwick concurred having also read the draft. Unanimously agreed that Standing Orders be adopted. Clerk to take necessary action re adding to website, etc

Clerk

ii. Absence of road markings along Apron Lane

NYCC notified via Parish Portal by Liz Boddy. No response so far. Cllr Townson requested access to Parish Portal. Clerk to establish by early December

Clerk

iii. Items for Parish Magazine

- a) YWT notification of vandalism at Lime Kilns SSSI
- b) CAB Warm & Well in Yorkshire advice/support service
- c) HBC parish bulbs
- d) HBC consultation requests and site link

Clerk

iv. Urgent supplementary items

- a) Cllr O'Kane: Footpath stile in poor condition towards Limekilns - needs to be brought to attention of Mountgarret Estates
- b) Cllr Bappoo: Issue of request for traffic constraints on Scarah Lane as a result of housing development
- c) Cllr Trout: Potential interest in Xmas lights in trees in vicinity of Parish Pump - to undertake consultation with residents in immediate vicinity

Cllr Trout

11. Dates of Next Meetings

- i. Monday 10 December 2018: 7.30pm St Leonard's Hall **(NB Change of date)**
- ii. Monday 14 January 2019: 7.30pm St Leonard's Hall

12. Confidential Items

None

The meeting closed at 9.30pm