

**Minutes of the  
Burton-in-Lonsdale Parish Council Meeting  
7.30pm, on Thursday 21<sup>st</sup> November 2024  
in the Village Hall, Burton in Lonsdale**

**Present: Parish Councillors: Councillors Belinda Strickland (Chair), David Taylor, Ian Wardle, Rebecca Spedding, Judith Leader,  
County Councillor David Ireton**

**16 approx. members of the public  
The Clerk was in attendance**

- **The chair stated that the meeting would be recorded; members of the public may record the meeting if they wish. The chair stated that under standing orders a member of the public shall not speak for more than 3 minutes.**

**133/2024 Apologies**

No apologies were received.

**134/2024 Code of Conduct and Declaration of Interests**

Cllr Spedding declared an interest in the planning application at 142/2024 a)

**135/2024 Introduction of a new Parish Clerk**

Cllr Strickland announced the re-appointment of Sally Preece as Parish Clerk, commencing 11<sup>th</sup> November 2024.

**136/2024 Councillor Co-option**

a) Cllr Strickland explained that there are currently two vacancies for Parish Councillor and one application has been received.

b) Tracey Nettleship was duly appointed as Parish Councillor and signed the Declaration of Acceptance of Office

**137/2024 Public Statements and Questions**

None

**138/2024 To consider the following new correspondence and decide action where necessary: -**

- a) A response to a recent complaint has been received from the Information Commissioners Office. The response states that ‘it is the Commissioners decision that the Council does not hold any further information relevant to the request in addition to that which has already been provided to the complainant.  
This is because the searches undertaken by the Council to locate the requested information were proportionately reasonable and would have been likely to return any further relevant information were it held.’
- b) A response to a recent complaint has been received from the Monitoring Officer at North Yorkshire Council. The response states that ‘The Deputy Monitoring Office and the Independent Person for Standards assessed the complaint and concluded that no action should be taken in relation to the complaint as there was NO evidence to suggest a breach of the relevant Members’ code of conduct.’

**139/2024 Minutes**

Approval of Minutes by the Councillors: -

- the Parish Council Meeting of 17<sup>th</sup> October 2024 – **Approved** after the inclusion of amended financial report
- the Recreation Committee Meeting of 31<sup>st</sup> October 2024 – **Approved** after the addition of a review of use of the Recreation field.

**140/2024 North Yorkshire Police Report**

Monthly Police report - 4 incidents reported between 16.10.24 & 19.11.24

31.10.24 – Concern for welfare/safety – checked

07.11.24 – Abandon Call – no concern

13.11.24 & 15.11.24 – Road Related offence – Speeding/manner of driving – joint partnership working

How to report speeding concerns - Speed Management Protocol

[www.northyorkshire.police.uk/search?q=speeding+concern](http://www.northyorkshire.police.uk/search?q=speeding+concern)

**141/2024 Finance Matters**

- a) To consider the half-year accounts – Cllr Taylor presented the half year accounts discussed at the Finance Committee meeting and shown at **Appendix 1** these were **Approved**
- b) Approval of budget for 2025/2026 year – Cllr Taylor presented the budget for 2025/2026 discussed Finance Committee meeting and shown at **Appendix 2** this was **Approved**
- c) To agree precept application for 2025/2026 year – Cllr Taylor explained that the total budget of £27,576 less projected income of £6,250 leaves a balance of £21,326 to be covered by the precept. He proposed a precept figure of £21,500 for 2025/2026 which was **Approved**
- d) To receive the bank balances and receipts – shown at **Appendix 3**
- e) To approve accounts for payment - **Approved**

**142/2024 North Yorkshire County Council  
Notice of Planning Applications Received: -**

- a) Planning Application Consultation received

Application Number: ZA24/26314/FUL Proposed change of use from agricultural building to B2 general industrial use with off-road parking and revisions to access. Amendments to original agricultural building (approved application ref. 2021/22574/FUL) and installation of septic tank (retrospective). Location: Bailey Hill Farm, Land Off A687, West House, Carnforth, Ingleton, LA6 3NZ - Councillors discussed this application and felt that the existing access is unsatisfactory and with the intensification of use, would result in unacceptable road safety. Moreover, it would have a negative impact on the character and nature of the landscape and lead to a detrimental impact on the visual amenity, the wildlife and increase the flood risk. It was agreed to object to the application on the planning portal.

- b) Planning Decision (Listed Buildings & Conservation Areas)

Application No: ZA24/26240/LBC Removal of 4 single glazed windows and replacement with sliding sash windows at 5 Duke Street, Burton in Lonsdale, LA6 3LG.

North Yorkshire Council (Craven) Grants Listed Building Consent for the development described above.

**143/2024 Planning & developments**

- a) Update on the development of houses on Land at Richard Thornton's School, Burton in Lonsdale, LA6 3JZ, 2020/22109/FUL –No decision has been received from the Planning Department. Still awaiting information from the planning dept.

**144/2024 To approve appointing a solicitor - to advise the Council regarding a Solicitor's *Letter Before Claim* recently received.**

Cllr Wardle read a report as follows - the Council has received a Letter Before Claim from solicitors Cartmel Shepherd of Carlisle, in reference to the unregistered strip of land between a property and the village green. The Parish Council has a Caution Against First Registration over this land and the property owners have protested about this many times over the years. The contention of the Parish Council has always been that we can see nothing wrong with it.

In summary, the letter demands that we either withdraw the Caution or amend it to their satisfaction. If not, there will be consequences possibly leading up to the High Court.

Cllr Wardle said that the Parish Council has previously resisted spending ratepayers' money on legal fees but he suggested that on this occasion we have no choice and he proposed that we appoint a solicitor to represent us in this regard.

Cllr Strickland stated that YLCA had advised the Council to seek legal advice. A member of the public asked if the cost of legal advice was included in budgeted costs. Cllr Taylor said that any costs would need to be covered by reserves. Cllr Taylor felt that the Village would need to be consulted before any major escalation of legal costs. After some discussion the proposal to seek legal advice was **Approved**

**145/2024 Highway matters**

- To receive an update on plans for traffic calming throughout the Village and an update on the Community Speed watch scheme – Cllr Wardle advised that the Speedwatch group is now up and running and they have been out twice monitoring speeding vehicles. He will provide a full report for the next PC meeting.
- To consider joining North Yorkshire United campaign for average speed cameras for North Yorkshire (ASK-NY) – this was **Approved**

**146/2024 Recreation Field and Pavilion**

To receive an update re use of the field and Pavilion including the MUGA Project. Ian Parker, Chair of the Recreation Committee presented the report on the MUGA Project at **Appendix 4**.

**147/2024 Consider the introduction of a dedicated Parish Council Web Site** – Cllr Taylor has been looking into options for a dedicated website to be considered at a future meeting.

**148/2024 Update on Christmas Tree Arrangements** – the Tree will be delivered on 29<sup>th</sup> November and put up at 10am on Saturday 30<sup>th</sup>.

**149/2024 To consider plans for VE Day 80 Celebrations 8<sup>th</sup> May 2025** – ideas to be sought from the Village for any VE Day 80 celebrations

**150/2024 Date & time of forthcoming meetings**

16<sup>th</sup> January 2025: Full Council Meeting

6<sup>th</sup> February 2025: Recreation Committee Meeting

**151/2023 Meeting closed at 8.32 pm**

Signed .....

Dated .....

**Appendix 1**

<b>Receipts and Payments</b>				
Half year to		Half year to		
<b>30/09/2023</b>		<b>30/09/2024</b>	Variance	
	<b>Receipts</b>			
19,500.00	Precept	20,500.00	1,000.00	
424.62	Bank Interest	555.07	130.45	
1,359.50	Grants/Donations	14,000.00	12,640.50	MUGA funding
2,166.00	Hire Fees	3,464.00	1,298.00	
0.00	Miscellaneous	30.00	30.00	
398.05	OFGEM , Fit Receipts	130.39	-267.66	
1,036.47	Village events	0.00	-1,036.47	
0.00	VAT Refund Received	0.00	0.00	
24,884.64	Total Income	38,679.46	13,794.82	
	<b>Payments</b>			
480.52	Administration	983.90	503.38	
3,082.36	Staff Costs	3,036.00	-46.36	
0.00	Section 137 Payments	0.00	0.00	
14,061.43	Village Projects	3,000.00	-11,061.43	Pub grant
2,040.11	Utilities excl Rec Field	0.00	-2,040.11	N. Yorks lights electricity
151.23	Street Lights Maintenance	56.66	-94.57	
955.24	Maintenance	936.25	-18.99	
2,405.01	Rec Field Committee	2,776.75	371.74	Grass cuts
0.00	Sports Pavilion capital purchases	1,926.00	1,926.00	Pavilion survey, picnic table
905.72	Sports Pavilion maintenance	2,303.11	1,397.39	Utilities and maintenance
223.00	Subscriptions	232.00	9.00	
1,402.17	Insurances	1,789.34	387.17	
0.00	Room Hire	0.00	0.00	
265.00	Audit Fees	265.00	0.00	
100.00	Donations	0.00	-100.00	
42.00	Sundries	75.78	33.78	
0.00	Elections	0.00	0.00	
0.00	Petty Cash	0.00	0.00	
1,274.30	VAT Paid	1,215.47	-58.83	
	From Sinking Fund	1,971.35		Handley electrics, HAGS repairs
27,388.09	Total Expenditure	20,567.61	-8,791.83	

**Appendix 2**

**Proposed budget 2025-2026**

	<b>Budget 2024-25</b>	<b>Proposed budget 2025-26</b>
<b><u>Maintenance and renewals</u></b>		
Street lights power supply	2,100.00	2,200.00
Street Lights	200.00	250.00
Grass cuts All Areas	5,000.00	5,500.00
Riverside Land, VOSCY & VG	1,000.00	1,200.00
Xmas Tree and power for Village Green	400.00	400.00
Village Green misc inc War memorial	0.00	100.00
<b><u>Village Organisations &amp; Projects</u></b>		
Donations	0.00	0.00
Village Projects	0.00	0.00
<b><u>Recreation Field</u></b>		
Pavilion water, electric	1,100.00	1,500.00
Sports Pavilion capital purchases	0.00	0.00
Pavilion maintenance (LGA 1976 Misc Provs)	1,000.00	1,000.00
Equipment inspection, maintenance	350.00	350.00
Rec Field (excl. Pavilion) maintenance:	750.00	500.00
<b><u>Administration</u></b>		
Transparency Code compliance expenses	175.00	175.00
Annual Audit (external & internal)	500.00	500.00
Training fees	100.00	100.00
Travel	0.00	0.00
Communications: telephone, internet, email	200.00	200.00
Print, postage	75.00	75.00
Subscriptions	250.00	250.00
Insurance (incl pavilion)	1,500.00	2,000.00
Room Hire	300.00	300.00
Elections	0.00	0.00
Sundries	100.00	100.00
Clerk's Salary and PAYE	6,864.00	7,540.00
Clerks Use of home, heat, light, file storage	336.00	336.00
General sinking fund	3,000.00	3,000.00
<b>Totals</b>	<b>25,300.00</b>	<b>27,576.00</b>
<b><u>Predicted income 2025 -2026</u></b>		
CDC: Annual precept (full year/half year)	21,500.00	
Pavilion/Field hire	5,000.00	
Bank interest	750.00	
Scottish power FiT payments	500.00	
<b>TOTAL</b>	<b>27,750.00</b>	

**Appendix 3**

**FINANCE REPORT November 2024**

**Bank balances 12/11/24**

Unity Current Account	9,404.27
Unity Deposit Account	25,767.02
Unity Village Fund Deposit Account	2,024.25
Unity Community Sport Deposit Account	20,117.30
Bank balance total	<b><u>57,312.84</u></b>

**Bank Accounts Reconciliation**

<b>Cashbook brought forward 1/4/24</b>	41,533.44
Receipts 2024/2025 year	39,219.46
Payments 2024/2025 year	-23,440.06
Balance per cashbook	<b><u>57,312.84</u></b>

**Receipts since the last report**

Pavilion bookings	140.00
NJC Coaching	400.00
	<b><u>540.00</u></b>

**Payments to be approved 21/11/24**

Interim Clerk pay and Expenses October/November	813.90
Bill Hartley - October (incl £2 underpaid August)	674.10
RH Dodgson (Wall repair)	60.00
T J Handley (Light repairs)	189.60
Ian Wardle (Speedwatch expenses)	477.74
Fosse Contracts (MUGA 25 % payment)	10,275.00
Phil James - Sandbags	95.00
Japanese Knotweed	831.60
Defib World	142.99
	<b><u>13,559.93</u></b>

**Commitments at 12/11/24**

<b><u>Unspent budget - year</u></b>	10,873.86
From Burton Community Sports re MUGA	-8562.50
VOSCY	2,593.81
Lychgate restoration donation (Incl Spooner donation)	1,437.10
Safety Notice, memorials (400) & 190	552.75
Village Fund	2,024.25
First Responders donation remaining	-142.99
Contingency Fund resolution 12/11/18*	5,000.00
Road safety improvements - resolved 21.3.24	10,000.00
General sinking fund - balance at 31/3/24	1,000.00
Total commitments	<b><u>45,479.94</u></b>

General Reserves remaining 27/6/24	<b><u>-1,727.03</u></b>
NB VAT to reclaim £3200 approx	

## Appendix 4

### Update report for the Parish Council on the progress of the MUGA Project

The MUGA surface has been replaced and the pitch is available to use for football, tennis, hockey and cricket. The new basketball net(s) must be purchased and fitted.

Fosse, (the contractor), will return to dress and repair the ground damaged during the refurbishment work. They will also return in Spring 2025 to spread the last 2 tonne of sand on the MUGA surface. This gives the surface time to take in the first sand dressing.

The new access control gate and booking system will be installed on the 16<sup>th</sup> December. (this date was received after the PC meeting). The installer will provide initial training on the system for the PC.

We have an invoice no. 15619, from Fosse Contracts for the full cost of the new surface and some repairs to the tarmac base.

The cost is £34250 ex VAT. To release the grant of £25000 obtained from the Football Foundation (FF), 25% of the invoice must be paid and proof sent to the FF. The funds to pay the 25% are already in the PC account and made up of:

- Contribution from Burton Community Sports (BCS) from historical income £5991.36
- Donation from Burton Regeneration Group (BRG) £2300
- Donation from (BCS) from recent donations to the MUGA project £271.64

The rest of the invoice will be paid from the FF grant of £25000 and £687 from BCS derived from donations and Part of a grant from the Harold Bridges Trust.

The PC will pay the VAT.

When the access control gate is fitted the invoice will be paid by the PC.

The cost of the system is £11700 ex VAT. All the funds for this are from a grant from North Yorkshire Sport and are in the PC account.

The PC will pay the VAT

### Sports equipment

BCS is funding the purchase of a new tennis set comprising of posts and net, new football nets and one new basketball set comprising of backboard and hoop.

All the costs except VAT are from assets transferred from BCS to the PC, donations and grants. There is no cost to the PC.

The PC gave a massive thank you to the tireless work of the volunteers, the generosity of donors and grant bodies who made this project possible.

### Next steps

The PC will consider the charging/booking regime and the management and maintenance of the MUGA. The project volunteers have passed an outline of a charging regime for the PC to consider.

Ian Parker  
Maggie Mort  
Heather Watts  
Mike Illsley  
21 November 2024