

Minutes
Annual Meeting of Burton-in-Lonsdale Parish Council
7.30pm Thursday 24th May 2018, Village Hall, Burton in Lonsdale

Present: Councillors Handley (Vice Chairman and acting Chairman), Mason, Salrein, Sedgwick and Tate; County Cllr. Ireton, PC McClurg, 2 members of public.

In attendance: The Clerk

Apologies: Cllrs. Shaw and Thompson

1 Code of Conduct and Disclosable Pecuniary Interests

To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items

There were none.

Previous Meeting Minutes

The Clerk advised that whilst the previous two meetings' minutes (19th April and 17th May) were not on this agenda for approval, this meeting can, nonetheless, action any resolutions made at those meetings if councillors so choose.

2 Public Statements and Questions

There were none.

At this point the Chairman invited PC McClurg to give a report to the meeting.

Police Report

PC McClurg reported two quad bike thefts from Leck, one of which crashed into the village entrance sign west of the village, demolishing the sign. The quad bike was a right-off. The theft is one of many that have happened in North Lancashire and Craven districts recently. The police are working to advise quad bike owners on theft prevention.

Policing shift patterns have been changed, yet again. At Ingleton Station there are now three officers (one full, two part time); PC McClurg is beat manager for Ingleton and Settle. Eight officers are based at Settle, doing 12 hour shifts, two officers per shift, as response officers.

The Clerk confirmed a quote for the sign repair is awaited.

Parking in Burton is again causing problems; it is recognised little can be done to alleviate matters, except to advise vehicle owners of where they can park legally (i.e. not on pavements, etc).

North Yorks County Councillor Report

County Councillor Ireton reported the North Yorkshire County Council Area Committee structure has been changed and is now based on parliamentary constituency areas. Also, district councillors are not on this committee, unlike previously. Local MPs have been invited to sit on the committees. Traffic matters will now go direct to the Executive. Overall this is an increase in control by the Executive. This negates the efforts to make communications between County and parishes more 'local' about which Cllr Ireton has concerns as to the longer term effects, as he considers this change takes away democracy.

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- 3 Election of Chairman and Vice Chairman for the year 2018 - 2019**; handover of the Chair to the new Chairman, signing of Declarations of Acceptance of Office by Chairman and Vice Chairman
Councillors present, with one exception, were happy for Cllrs Thompson and Handley to continue their respective roles of Chairman and Vice Chairman. In Cllr. Thompson's absence, the acting chairman, Cllr Handley proposed both Cllr Thompson and Cllr Handley continue in their respective roles as Chairman and Vice Chairman.
Resolved (4 for 1 against)
Cllr Thompson be re-elected Chairman for the year 2018-2019; the Declaration of Acceptance of Office to be signed after this meeting.
Resolved
Cllr Handley be re-elected Vice Chairman for the year 2018-2019; the Declaration of Office was signed and witnessed.
- 4 Recreation Field Committee 2018-19** – appointment of 3 members
The current members, Cllrs Mason, Sedgwick and Thompson advised they were happy to continue as the Parish Council members of the Recreation Committee.
Resolved
Cllrs. Mason, Sedgwick and Thompson were re-appointed as the Parish Council's representatives on the Recreation Committee.
- 5 Election of Parish Council Representatives to Outside Bodies** for year 2018-2019 (not necessarily from within the Parish Council)
All councillors indicated they were happy to continue in the roles appointed to during the year 2017-18.

The following resolutions were made:

- Village Hall Committee - 2 representatives
Resolved
Cllrs Salrein and Thompson continue as representatives to the Village Hall Committee
- Joint Footpaths Committee - 2 representatives
It was noted this has been re-named North Yorkshire Countryside Volunteers.
Resolved
Cllrs Shaw and Thompson continue as representatives to the NYCV.
- Burton Community Sports Association - 2 representatives
Resolved
Cllrs Sedgwick and Thompson continue as representatives to BCSA.
- Woodland Trust - 1 representative
Resolved
Cllr Thompson to continue as representative to the Woodland Trust.
- Yorkshire Local Councils Association - 2 representatives
Resolved
The Clerk to continue as representative to the YLCA. An additional representative to be appointed at a later date.
- NYCC Emergency Committee - 1 representative
Resolved
Cllr. Handley to continue as representative to the NYCC Emergency Committee.

Mr. A. Ive to be requested to continue as a second representative.

- Bentham Common Lands Charity 2018 - 2019 – 1 representative

Resolved

Cllr. Thompson to continue as the council's representative to BCLC 2018-19, which includes the role of Trustee on the Parish Council's behalf.

It was noted Cllr Salrein continues to be a Trustee of the Charity in her own right.

- any other bodies requesting representation from the Parish Council
There were none.

6 **Finance Matters**

- a) Annual Accounts year ended 31st March 2018: audit and Annual Governance Return (AGAR) procedures

Following the Finance Committee meeting of 17th May 2018, the Clerk circulated all paperwork associated with the year end accounts to all councillors.

The Finance Committee, having reviewed in full the annual accounts and the Annual Governance and Accountability Return for 2017/18 Part 2, recommended the following:

- Certificate of Exemption from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015, for smaller authorities where neither income nor expenditure exceeded £25,000 in the year 2017-18.

It was noted neither Receipts nor Payments (income nor expenditure) exceeded £25,000 in the year to 31st March 2018 (see Appendix 1 for annual receipts and payments account).

Resolved

The Chairman to sign the Certificate of Exemption.

- Annual Governance Statement: review of internal controls and their effectiveness (section 1)

Councillors, having examined the Annual Governance Statement

Resolved

Statements 1-8 be answered in the affirmative. Statement 9 does not apply to this council.

- Annual Governance Statement: approval and signatures

Resolved

The Annual Governance Statement be approved and the Chairman signs the Statement.

- Accounting Statements year ended 31st March 2018: consideration and approval

Councillors, having reviewed both the annual accounts and the annual accounting statements

Resolved

The full council approves the annual accounts and Accounting Statements for the year ended 31st March 2018. (see appendix 2)

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- Annual Return: Signing of Accounting Statements
Resolved
The Chairman is authorised to sign the Accounting Statements.
- Public Rights: inspection dates proposal Monday 11th June to Friday 20th July 2018 (30 working days)
Resolved
To have the 30 working day period between Monday 11th June and Friday 20th July as the period for the public to exercise its right of inspection of the accounts.
- b) Appointment of Internal Auditor for year 2018-19
The council is pleased with the service provided by the internal auditor, Yorkshire Internal Audit Services (YIAS). The Clerk reported YIAS ensures records are kept correctly, and provides advice where necessary. It does not amend the accounts; it can suggest amendments.
Resolved
To appoint Yorkshire Internal Audit Services as the internal auditor for the year 2018-19.
- c) Annual Risk Assessment for the year to 31st March 2018 Review: adoption with amendments to previous assessment to include new Recreation Field equipment
The internal audit advised regular reviews of the general and financial risk assessments; the Clerk advised new sections in the general risk assessment, for the new 'spider' climber and the new outdoor gym equipment will be included.
- d) Appointment of internal Finance Committee for year 2018-19
Resolved
Cllrs Handley, Shaw and Thompson continue as members of the committee.
- e) Annual Insurance policy renewal – proposal to accept a 3 year contract
The first annual insurance policy renewal proposal was examined by the Finance Committee; it was proposed the council agree to a three year contract, to aide budgeting and to save a small amount on arrangement fee costs. After the Finance Committee's meeting, the clerk advised the insurer of the additional items of equipment and revised values of existing assets to be insured. A second proposal, giving a slightly higher insurance cost has been received and circulated to all councillors. The cost is either £1,376.49 for 12 months or a Long Term Agreement cost of £1,310.17 p.a.
Resolved
To accept the insurer's recommendation of accepting the Inspire policy provided by AXA, at a Long term Agreement (3 years) cost of £1,310.17 p.a.
- f) Bank balances, including receipts since statement date
The Clerk circulated details of the bank balances and commitments to councillors prior to the meeting (see appendix 3)
VAT refunds frequency was discussed (it is currently done on an annual basis).
Resolved
Clerk to investigate more frequent VAT refund claims.

g) Payments of budgeted and non budgeted items May 2018

Resolved

To approve the payments as per appendix 3; cheques to be signed after the meeting.

7 North Yorkshire County Council

North Yorkshire Record Office: survey re future custody, access and use of historical and future records.

The meeting was informed this consultation is important for all the community; residents are encouraged to complete the survey.

8 Craven District Council

Planning Approvals (Burton in Lonsdale) were approved:

29 Manor Close Burton In Lonsdale LA6 3NE

Ref. No: 2018/19134/HH

The Cross 3 High Street Burton In Lonsdale LA6 3JU

Ref. No: 2018/18963/CND

The following application details were received after publication of this meeting's agenda, but require responses by 12th June, before this council's next meeting.

2018/19094/LBC

Proposal: Listed Building Consent to replace/fix the roof, replace all batons, treat the new ones, new lead flashing to be fitted to the sides of the adjoining house and chimney stack, pointing to be undertaken; existing windows to front elevation and front door to be replaced at 9 High Street, Burton In Lonsdale, Carnforth, LA6 3JU

Resolved There were no comments.

2018/19301/TCA

Proposal: Fell 1 no. Poplar

Location: 24 Low Street, Burton In Lonsdale, Carnforth, LA6 3LF

Resolved There were no comments.

GDPR: proposed amendment to the General Data Protection Regulation bill: parish councils need not appoint a Data Protection Officer.

Cllr Ireton advised he understood the proposed amendment to the GDPR bill has been accepted; he further advised to obtain full confirmation.

Resolved

Clerk to obtain confirmation a a DPO is not required by the Parish Council.

9 Items to be included by Clerk in press release

Resolved

Announce in the local press the election of the Chairman and Vice Chairman for the year 2018-19.

10 Date, time and venue next monthly Parish Council meeting

Resolved Full Council: 7.30pm 28th June, Village Hall; the next Recreation Committee meeting date to be decided outside this meeting.

Meeting closed at 8.25pm

Signed

Dated.....

Appendix 1

year end <u>31.03.17</u>		year end <u>31.03.18</u>
	<u>Receipts</u>	
14,488.00	Precept	15,509.00
262.00	CDC Grant	491.00
8.85	Bank Interest	7.45
300.00	Sundry Income	300.00
4,561.29	Grants/Donations	3,353.00
1,431.00	Hire Fees	1,431.00
0.00	Miscellaneous	274.40
<u>1,087.72</u>	VAT Received	<u>2,177.99</u>
<u><u>22,138.86</u></u>	Total Income	<u><u>23,543.84</u></u>
	<u>Payments</u>	
1,034.79	Administration	1,280.11
2,323.22	Staff Costs	2,323.32
	Section 137 Payments	0.00
	Village Projects 2017-18	8,807.60
794.02	Utilities excl Rec Field	0.00
2,393.73	Street Lights Maintenance	2,039.25
2,572.13	Maintenance	1,361.49
6,011.09	Rec Field committee	2,735.09
1,818.64	Sports Pavilion project	862.62
532.18	Sports Pavilion: maintenance	763.37
276.00	Subscriptions	152.00
892.01	Insurances	1,087.05
101.50	Room Hire	112.00
675.00	Audit Fees	375.00
0.00	Donations	0.00
61.92	Sundries	89.85
0.00	Elections	0.00
0.00	Miscellaneous	0.00
50.00	Petty Cash	0.00
<u>2,174.94</u>	VAT Paid	<u>2,611.09</u>
<u><u>21,711.17</u></u>	Total Expenditure	<u><u>24,599.84</u></u>
	<u>Cumulative Fund Balance</u>	
21,298.40	Balance brought forward	21,726.09
<u>22,138.86</u>	Add total receipts	<u>23,543.84</u>
43,437.26		45,269.93
<u>21,711.17</u>	Less total payments	<u>24,599.84</u>
<u><u>21,726.09</u></u>	Balance carried forward	<u><u>20,670.09</u></u>

Appendix 2

Accounting Statements 2017-18

	Last Year 2016-17	This Year 2017-18	Variance £	%age Change
1 Balances Brought Forward	21,298	21,726	428	2.01%
2 Annual Precept Received	14,488	15,509	1,021	7.05%
3 Total Other Receipts	7,651	8,035	384	5.02%
4 Staff Costs	2,323	2,323	0	0.00%
5 Loan Interest/Capital Payments	2,043	2,004	-39	-1.91%
6 Total Other Payments	17,345	22,596	5,251	30.27%
7 Balances Carried Forward	21,726	20,670	-1,056	-4.86%
8 Total Cash and Investments	21,726	20,670	-1,056	-4.86%
9 Total Fixed Assets	194,770	198,145	3,375	1.73%
10 Total Borrowings	9,900	9,000	-900	-9.09%

Item 6 variation is explained as follows:

Village projects +£8808; lower Recreation Field expenditure -£3276 = £5532.

Appendix 3

Bank Balances, including receipts

Current Account at 15.05.18	300.00
Business Reserve A/c at 15.05.18	<u>37,168.42</u>
	37,468.42

Receipts	<u>11,715.90</u>
Council precept 1st tranche	8,250.00
Wray FC	60.00
S Power	300.00
Parish Planning Team	443.31
HMRC VAT refund	2,613.42
Lonsdale Archers	48.00
Interest	1.17
Less unrepresented cheques at 24.05.18 meeting	40.00
	<u>37,428.42</u>

Commitments as at 24th May 2018

Contingency Fund	2,000.00
Very Old and Separate Churchyard:	
Lych Gate Restoration (200 +500)	700.00
Safety Notice, grass (106.75) & memorials (850) & 190	696.75
Clerk's Retirement Gratuity provn (3% gross annual salary) at 11/17	2,225.69
Budget remaining at 24.05.18	<u>13,756.91</u>
	19,379.35
General Reserves at 24.05.18	<u>18,049.07</u>

Payments from 20th April to 24th May 2018

	<u>VAT</u>	<u>Gross</u>
D/D Public Works Loan repayment		987.48
2202 Yorkshire Internal Audit Services (annual audit ye 31.3.18)		280.00
2203 NYCC street lighting energy supply 2017-18 (o/n PC37)	180.47	1,082.81
2204 A Moss (play equipment alterations)		200.00
2205 Caloo Ltd (supply & Install grass matting for outdoor gym)	520.00	3,120.00
2206 Sutcliffe Play Ltd (supply & install grass mats spider swing)	895.97	5,375.82
2207 Craven District Council (election expenses)		125.00
2208 M Illsley ((maintenance materials)	6.76	40.52
2209 Kingsdale Projects (Riverside Land work)		300.00
2210 S Gregory (clerk's salary May 2018; expenses)	17.99	282.37
2211 HMRC PAYE May 2018		41.00
		<u>11,835.00</u>

* Village projects: non budget items