

**BURTON-IN-KENDAL PARISH COUNCIL**

[www.burton-in-kendal-pc.gov.uk](http://www.burton-in-kendal-pc.gov.uk)

**Clerk to the Council**

**Christine Davidson**

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16th November 2025

Members of the public are invited to attend the **Parish Council Meeting** on Thursday 20<sup>th</sup> November 2025 at 7.30pm in Burton Memorial Hall.

**Yours faithfully,**

**Christine Davidson**

Clerk to the Council

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**AGENDA**

1. **Receive Apologies for Absence.**
2. **Receive declarations of interest and consider applications for dispensation.**
3. **Authorise the Chairman to sign the minutes of the meeting held on 18<sup>th</sup> October 2025**
4. **Matters Arising from minutes of previous meeting and not elsewhere on the Agenda**
5. **Receive announcements by the Chairman.**
6. **Open Forum**  
Give Members of the public the opportunity to voice their concerns and offer suggestions
7. **Receive reports from District Councillor**
8. **Formulate a response to W & F Planning Department on the following applications:**
  - a) 2025/2021/FPA – Deerslet, Burton – Change of use from agricultural land to caravan storage
  - b) 2025/1947/LBC Manor House & Manor Close – Listed Building Consent for air source heat pumps, internal alterations, partial re roof
  - c) 2025/2118/HOU 29 Morewood Drive, Burton – Erection of garden shed (Retrospective)

**9. Formation of Budget Working Group**

To consider establishing a Budget Working Group to prepare the draft 2026/27 budget and precept recommendation for consideration by the Parish Council.

**10. Boon Town Playground Lease**

To consider and approve sending a letter to Westmorland & Furness Council requesting clarification on the future of the playground and potential partnership options for refurbishment or management.

**11. One Tree per Resident – Free Trees & Hedge Packs Scheme**

To consider the Westmorland and Furness Council **One Tree per Resident (OTpR)** project and the current opportunity for parish councils, residents, and community groups to apply

**12. Reimbursement of Clerk's Backdated Home Working Expenses**

To consider and agree reimbursement to the Clerk for home working expenses (use of home as office, utilities, printing, etc.), backdated to **April 2024**, in line with HMRC guidance/Parish Council policies. Council to approve the calculated total amount and authorise payment.

**13. Approval and Signing of Parish Lighting Transfer Agreement**

To consider and resolve the signing of the *Legal Transfer Agreement* received from Westmorland and Furness Council regarding the transfer of the parish lighting stock, as requested under Point 4.7.1.1 of the Westmorland and Furness Highways and Local Lighting Policy

**14. Finance**

Note the bank balances and the Income and Expenditure Account and authorise the monthly payments listed below:

Current Account: £6277.39  
Deposit Account: £14773.94

Authorise payment of the following accounts:

a) D H Forestry & Landscaping –	£
b) Clerk's Salary	£440.30
c) Ashlea Landscapes (October Grass Cutting)	£308.78
d) Royal British Legion	£85.00
e) Clerk Expenses (backdated)	£240.00

## 15. Review and Update Outstanding Items

No	Item	Reported by	Action	Status
1	Traffic Calming measures and safe crossing			<ul style="list-style-type: none"> <li>a) Possible Lollipop person funding in 2026/27</li> <li>b) Clerk has requested FOI from Police re prosecutions.</li> <li>c) Clerk has requested Highways to repaint 30mph and white lines</li> <li>d) Community initiative published</li> </ul>
2	Community Asset Register	FMH	CD	Ongoing
3	Meadow Close to Boon Town footpath	JCO/VH/Clerk		<p>Awaiting quotes from Countryside Access for surface – Clerk</p> <p>JCO dealing with creation of link</p> <p>The Royal Oak – drain issues ongoing</p>
4	19 Trees			<p>Planting to be arranged. Saplings to be identified from neighbouring woodlands.</p> <p>Cllr FMH to arrange dig some test holes to ensure ground is suitable</p>
5	Market Cross work			<p>Repair done. Pointing to be done and plinth for West side bench.</p> <p>Quotes received –</p> <p>Quote 1 - £650</p> <p>Quote 2 – 1320</p> <p>Quote 3 -</p>
6	Dark Sky Initiative			Ongoing
7	Casual Vacancy			Still one Vacancy
9	Playground Working Group	VH		<p>Working Group to be set up and fundraising ideas to be planned.</p> <p>CIL money available £8484 but can only be paid after works completed.</p> <p>Flyers to be sent out – see earlier agenda item</p>
10	Playground repairs			AW to meet with Chris Lee to discuss repairs further – see earlier agenda item

16. To review Lengthsman's weekly logs on the Playground and to receive reports from Parish Councillors and the Clerk.
17. To receive and, if necessary, action communications received (see below).

Various CALC Correspondence

Various W & F Correspondence

Response to new litter bin request from W & F Council

W & F – One tree per resident details

Transfer of Lighting Agreement

18. Date of next meeting: The next meeting will be held in the Memorial Hall on Thursday 18<sup>th</sup> December 2025