

BURTON-IN-KENDAL PARISH COUNCIL
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**Minutes of the Annual Parish Council Meeting held on Thursday 15 May 2014
at 7.00pm in the Memorial Hall, Burton-in-Kendal**

PRESENT: Cllrs M Taylor (Chairman), F Mason-Hornby, G Isherwood, M Rowley, A Wren.
Also present: County and District Cllr R Bingham, District Cllr B Cooper and the Parish Clerk Jane Johnson.

PUBLIC IN ATTENDANCE: 3 members of the public were present.

- 1) **TO ELECT A CHAIRMAN FOR THE COUNCIL YEAR 2014/15**
Cllr M Taylor was proposed by Cllr Isherwood and seconded by Cllr Wren and elected unanimously as Chairman.
- 2) **TO RECIEVE THE CHAIRMAN'S DECLARTION OF ACCEPTANCE OF OFFICE**
The Chairman signed the form of Declaration of Acceptance of Office.
- 3) **TO APPOINT A VICE-CHAIRMAN FOR COUNCIL YEAR 2014/15**
It was resolved that Cllr Alan Wren be appointed Vice-Chairman
- 4) **APOLOGIES FOR ABSENCE**
Apologies from Cllrs P Rogers, John Brown and Jane Hopwood were accepted.
Apologies from PCSO Coleman were noted.
- 5) **DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATION**
None
- 6) **MINUTES OF THE MEETING HELD 17 APRIL 2014**
The minutes of the meeting held on 17 April 2014 were agreed and signed by the Chairman.
The Chairman, supported by all the councillors present, referred to the resignation of Cllr Ian Hunt and thanked him for his excellent service to the Council over the last 6 years.
- 7) **ELECTION OF PARISH COUNCIL REPRESENTATIVES**

| | |
|--------------------------------|----------------------------|
| a. Burton Education Foundation | Mrs K Unsworth |
| b. Burton Recreation Trust | Cllr M Rowley |
| c. Local Area Partnership | Cllr A Wren |
| d. Memorial Hall Committee | Cllr J Brown |
| e. Quarry Liaison Committee | Cllrs J Hopwood and A Wren |
| f. School Governors | Cllr G Isherwood |
| g. Fireworks Working Group | Cllrs A Wren and M Rowley |
- 8) **TO ASSIGN RESPONSIBILYT FOR PARISH COUNCIL ACTIVITIES**

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| a. Boon Town Playing Ground | Cllr A Wren |
| b. Lengthman Administrator | Cllr P Rogers |
| c. Plain Quarry | Cllr Mason-Hornby, Cllr Hopwood, Mr R Davey and Mr D Haigh |
| d. Highways | Cllr P Rogers |
| e. Voluntary Car Scheme | Mr P Smith |

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9) CHARIMAN'S ANNOUNCEMENTS

(ACTION)

PCSO Amanda Coleman sent her apologies along with a police report stating:

- 19/4 Caller reported a smashed up car in his field in the area. The owner of the car was spoken to and they reported it stolen.
- 19/4 RTC involving a car and motorbike in Burton, the motorcycle rider sustained leg injuries.
- 25/4 Police were called to 2 domestic related incidents in the area.
- 30/4 Cold callers were reported in the areas, patrols attended and no person was traced.
- 5/5 Caller reported a vehicle which had hit one of the 30mph signs in Burton, highways were informed.
- 8/5 Caller reported children playing football on the street on Boon Town. Passing attention will be paid in the future and aim to advise children to move into the play area when seen.
- 12/5 Caller reported seeing a young male trying peoples doors in the area. Patrols attended and the area was checked with no trace of the male matching the description.
- Speed checks have been carried out in the area at different times of the day. So far vehicles have been driving through the village under the speed limit, this will continue to be monitored.

10) OPEN FORUM:

- a. A resident mentioned problems with traffic speeding when driving past Church Bank, the 30mph sign having already been brought down, and felt some form of traffic calming would help. Speed Indicating Devices (SIDs) have been used at Preston Richard, and reportedly had a calming effect. The Clerk will make further enquires regarding the SIDS. (JJ)
- b. Cllr Mason-Hornby encouraged everybody to vote on 22 May 2014.

11) PLANNING APPLICATIONS:

a. Applications granted:

SL/2014/0267: The Old Vicarage, Glebe Close, one dwelling. Outline Planning. ACON - Grant Conditionally

b. Applications refused: None

c. Applications received:

- i. **SL/2014/0438:** Barn to the rear of Kings Arms Hotel, barn conversion. Full Planning.
- ii. **SL/2014/0439:** Barn to the rear of Kings Arms Hotel, barn conversion. Listed Building.
- iii. **SL/2014/0463:** Brantwood, Neddy Hill, white upcv conservatory to front of dwelling. Full Planning.
- iv. **SL/2014/0460:** Silver Cragg, Vicarage Lane, single story side extension. Full Planning.

Decisions were postponed until consultation papers are received for all applications received. Clerk to enquire if legally papers need to be received before the Council can discuss applications when information is available on the internet. (JJ)

12) FINANCE: The Council received the Income and Expenditure Account and bank balances as at 15 May 2014. (JJ)

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|---------------------|-----------------|----------------------------|--------------|
| Income to date | 12301.96 | NatWest Current Account | 20947.52 |
| Expenditure to date | <u>4753.06</u> | NatWest Savings Account | 8888.30 |
| Difference | 7548.90 | Less cheques not presented | 4343.37 |
| Balance at 1/04/13 | <u>17943.55</u> | Add cheques not banked | <u>00.00</u> |
| Carried forward | 25492.45 | Carried Forward | 25492.45 |

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- (JJ)
- 13) **ACCOUNTS APPROVED FOR PAYMENT AND CHEQUES SIGNED:**
 The Chairman asked the Council to approve an additional cheque for the annual insurance payment to ensure continued insurance cover, and to add to the schedule of cheques the sum of £2414.88. Councillors voted to authorise the payment.
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| a. | Lengthsman's hours and expenses to 30 April 2014 | £148.75 |
| b. | Clerk's salary and expenses 1 – 31 May 2014 | £252.84 |
| c. | Clerk's expenses – printer ink | £40.00 |
| d. | Slingsby – grit bin | £188.40 |
| e. | Subscription to LCR (Local Councils Review magazine) | £15.00 |
| f. | CALC Training Course – Local Council Finance Course | £24.50 |
| g. | Spring View Landscapes – grass cutting instalment | £600.00 |
| h. | Clerks and Councils Direct subscription | £12.00 |
| i. | Gordon Graham Roadmarkings Ltd. Memorial Hall car park (It was noted that on the agenda this cheque item was listed without VAT) | £360.00 |
| j. | AON annual insurance premium | £2414.88 |
- 14) **TRANSFER TO DEPOSIT ACCOUNT**
 It was agreed to transfer £6000.00 from the Current Account to the Deposit Account. It was noted that due to the receipt of the precept the transfer from the Deposit to the Current account agreed 17 April 2014 (Minute 12) did not take place. (JJ)
- 15) **RESPONSIBLE FINANCIAL OFFICER (RFO)** (JJ)
 It was resolved that the Clerk is the RFO
- 16) **APPROVAL OF ANNUAL ACCOUNTS AND THE GOVERNANCE STATEMENT FOR FY 2013/14**
 It was resolved to approve the accounts for Financial Year 2013/14.
 It was resolved that the summary of accounts on the audit return be approved.
 It was resolved that the audit governance statement be agreed.
- 17) **CASUAL VACANCY**
 It was noted that the Casual Vacancy will be filled by co-option. It was agreed that details of how to apply for the vacancy be posted on notice boards, in the Post Office and available from the Clerk, and that applications be submitted to the Clerk in writing by Tuesday 17 June 2014. (JJ)
- 18) **HISTORIC COUNTY OF WESTMORLAND SIGN FITTING**
 It was resolved to spend a sum of not more than £150 + VAT to put the Historic County of Westmorland sign up, and that the Clerk order the sign. (JJ)
- 19) **OUTSTANDING ACTION ITEMS:** The following changes to the recorded Action Items were noted:
- The sign at Station Lane has been replaced. This will be removed from the list of Outstanding Items.
 - The fitting of the Historic County of Westmorland sign will be done by a private contractor and is now imminent,
- 20) **LENGTHSMAN'S LOG OF PLAYGROUND INSPECTION, REVIEW OF ACTION ITEMS, AND REPORTS FROM PARISH, COUNTY AND DISTRICT COUNCILLORS:**
- There were no unresolved playground problems.
 - Cllr Mason-Hornby reported that bags containing dog faeces were being left on Dalton Craggs, and the Forestry Commission will put signs at the access point to stop this happening.
 Cllr Mason-Hornby also reported that there was a Cuckoo at Dalton Craggs.
 - District Cllr Cooper reported that the recycling of cardboard and plastic had started in Kendal and will eventually come to Burton-in-Kendal.
 - County Cllr Bingham reported that bus subsidies have not yet been made and there are plans to charge for on street parking in Kendal.
 - Cllr Rowley reported that she has received more reports of dog fouling as a result of the problem being mentioned in the Burton News.

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- f. Cllr Isherwood wished to thank Neil and Ann from the Kings Arms for sponsoring the Parish Council to obtain the funding from Thwaites for the reprint of the Jubilee Leaflets.
- g. Cllr Wren reported minor issues on the Playground Report which he will see too. Cllr Wren also reported that he had received another complaint about parking on St James Drive, due to parking on both sides of the road and on the pavement.

21) **TO NOTE COMMUNICATIONS RECEIVED:** The communications listed below were noted.

22) **DATE OF NEXT MEETING:**

The next meeting will be held in the Memorial Hall on Thursday 19 June 2014

The Meeting Closed at 8:30pm

Schedule of Communications to 11 April 2014
Significant communications received:

1) **By e-mail forwarded to Councillors:**

- a. SLDC Overview and Scrutiny Committee
- b. Kendal Town Council evaluation of SLDC Infrastructure Delivery Plan
- c. South Westmorland Neighbourhood Forum summary
- d. NALC Policy Review Survey 2014
- e. CALC Circular April 2014
- f. Invite to join the Rural Sounding Board

2) **In circulation folder:**

- a. Spring 2014 LCR

GLOSSARY OF ABBREVIATIONS

| | |
|--------------|--|
| CALC | Cumbria Association of Local Councils |
| CCC | Cumbria County Council |
| DCLG | Department of Communities and Local Government |
| LAP | Local area Partnership |
| LDF | Local Development Framework |
| PCSO | Police Community Support Officer |
| ROWIP | Rights of Way Improvement Programme |
| SLDC | South Lakeland District Council |

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