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BURTON- IN -KENDAL PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Thursday 19 February 2009 at
7.30 pm in the Memorial Hall, Burton-in-Kendal

PRESENT: Cllrs. F.Mason-Hornby (Chairman), R.Boddy, J.Brown, J.Hopwood, I.Hunt, G.Isherwood, P.Rogers,
A.Wren, District Cllr.R.Bingham, C.Dale (Clerk).

PUBLIC IN ATTENDANCE: Nine members of the public.

1. APOLOGIES FOR ABSENCE: Cllr. R.Lawson, District Cllr. B.Cooper

2. DECLARATIONS OF INTEREST: None

3. MINUTES OF THE MEETING HELD 15 JANUARY: Having been previously circulated, the minutes were confirmed as correct after changing Item 13 to end '..south of Curwen Woods'. The Chairman then signed and dated the minutes.

4. CHAIRMAN'S ANNOUNCEMENTS:

(Action)

- A Request from MENCAP for a donation was read out by the Chairman: Cllrs.agreed not to send a donation
- The Chairman reminded Cllrs. of Invitation to Morecambe Bay Partnership AGM & Conference on 25.2.09
- Invitation to visit a Community Land Trust in Northumberland 25.2.09 was also read out by the Chairman
- Clerk booked Cllrs.Brown & Cooper onto Special CALC Conference for S.Lakeland Parishes 28.2.09 in Kendal
- Cllrs.agreed Cllr.Rogers be nominated as outgoing Chairman in ballot for a Royal Garden Party in 2009
- Request from S.Lakeland Strategic Partnership for a response to 'Locality Working in S.Lakeland' by 9.4.09: The Chairman instructed this be put in Circulation in preparation for an Agenda Item next month (CD)

5. OPEN FORUM – The Chairman read out the Police Report that itemised a number of minor incidents. It was then agreed to open discussion on Item 7 to the members of the public present (see Item 7 below)

6. PLANNING APPLICATIONS

- Planning applications granted:

SL/2006/0113 – Kings Arms, Main St.- Extension & conversion of barn to form 3 holiday units, including car parking & garden curtilage for Mitchells of Lancaster

SL/2006/0114 – Kings Arms, Main St.- Demolition of flat roofed toilets to rear for the above for Mitchells of Lancaster

SL/2008/1138 – 3 Chester Terrace, Burton – Replacement dormer window frame for Mrs S.Colyer

SL/2008/1197 – 1 Chester Terrace, Burton – Replacement windows for Mr J.Glaister

SL/2008/1239 - East Wing, Burton Old Hall, Tanpits Lane, Burton – Excavation to form a new external basement access stair for Mr & Mrs C.Fairhurst

- Planning applications refused: None
- Planning application received: None

7. PARKING ON MAIN STREET AT BARTON ROW

The Chairman explained this agenda item arose as a result of points raised at the last PCM regarding accidents and near misses seen at Barton Row. Members of the public expressed their opinion that these incidents were the result of speeding motorists and ignorance of the Highway Code rather than the cars legally parked in the area.

8. FINANCE

Balances at the bank at 15 January 2009:

BOI Treasurers Account	£9,847.52
Income to date	17,217.28
Expenditure to date	16,203.84

9. ACCOUNTS APPROVED FOR PAYMENT AND CHEQUES SIGNED

Lengthsman remuneration to 18.02.09 (4 weeks @ £77 = £308) + expenses.	£326.21
Clerk's salary and expenses	330.85

F.A. Mason-Hornby - Chairman

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10. AGREE TO OPEN A SECOND BANK ACCOUNT TO SPREAD RISK

(Action)

CLLrs.agreed Dist.Cllr.Bingham should ask SLDC to pay precept in 10 instalments. Also Clerk to report back at the next parish council meeting about possible alternative cheque accounts with other banks (D.Cllr.RB & CD)

11. REVIEW EFFECTIVENESS OF INTERNAL AUDIT

The Chairman explained that the external auditors had set a deadline of 31 March for this Review to be carried out in the context of the Risk Assessment process. The Clerk circulated a suitable document of evidence for recording the process of CLLrs.examining, not just the internal audit report, but the following six areas: Scope of internal audit, Independence, Competence, Relationships, Audit Planning, Reporting. CLLrs.agreed this process had been carried out during the year and minuted 17.4.08 (Items 8 & 9) & 18.9.08 (Item 13) and no further developments, apart from amendments to the Risk Assessment itself as it became necessary, were currently required. Cllr.Boddy proposed the Review of Effectiveness be agreed, seconded by Cllr.Rogers, this was unanimously agreed. The Clerk undertook to review the document with the Internal Auditor when planning the next audit (CD)

12. NEW CONTRACT FOR LENGTHSMAN

Cllr.Rogers explained this included carrying out a weekly inspection of the Playing Ground & recording remedial actions required and actioned (see Item 15 below), a 5% increase with effect from 6.4.09 (as previously agreed by the Parish Council) and that this represented an increase from £11 to £11.55 per hour. Cllr.Wren proposed the contract be issued to the lengthsmen. It was seconded by Cllr.Brown and unanimously agreed. (PR)

13. DISCUSS ITEMS EXCLUDED FROM PROPOSED PARISH PLAN AT THE LAST PCM

After a discussion It was agreed (a) the Chairman would obtain quotes to repair lamp collar in the Square (FM-H) (b) Cllr.Brown will refer the issue of recycling facilities to the management committee of the Memorial Hall (JB) © Cllr.Rogers to publicise in the Parish Newsletter a trial Parish Surgery at 7pm prior to the next normal PCM (PR)

14. DISCUSS 2009 PARISH PLAN & ITEMS THAT MAY COMPLY WITH CURRENT ALSF GRANT CRITERIA

CLLrs.volunteered as follows to progress each item on the 2009 Parish Plan and report back to future PCMs as follows:- Allotments – CLLrs.Boddy & Hopwood. Bus Shelter (at the south end of the village) – CLLrs.Hopwood & Isherwood. Draft Village Design Statement – CLLrs.Hopwood & Mason-Hornby. Dropped Kerbs – Cllr.I.Hunt. Footways to north & south on A6070 – Cllr.Mason-Hornby. Improve Slape Lane – Cllr.Hopwood. Path from School to Tennis Courts – Cllr.Isherwood. Post Boxes & Red Telephone Box – Cllr.Wren. Road Safety Improvements – Cllr.Mason-Hornby. Signage – Cllr.Rogers & K.Hayhurst. Upgrade Playing Ground – Cllr.Wren. Youth Facilities – Cllr.Rogers

15. AGREE ACTIONS ON PLAYING GROUND & RECEIVE REPORTS FROM PARISH & DISTRICT CLLRS.

(a) The Chairman read out a letter received from the Allianz Insurance Company requiring a weekly inspection of the Playing Ground & recording remedial actions required & actioned. Cllr.Wren proposed, Cllr.Boddy seconded & CLLrs.agreed that the Risk Assessment be updated accordingly and that, as part of his normal duties, the Lengthsman will in future carry out (and log) this task & take immediate remedial action to remove obvious hazards such as litter, glass or vandalised equipment. In the event of his absence the inspection will be carried out by his supervising parish councillor or in their absence by the Clerk or another member of the Parish Council nominated at the time by the Chairman. Cllr.Rogers presented the log completed weekly by the lengthsmen from 26.1.09 specifying actions taken by him and one action outstanding – 'Infant swing cradles heavily corroded'. The Chairman asked the Clerk to obtain quotes for the next PCM (CD)

(b) The Chairman gave details of the quote received from SLDC for supplying & laying topsoil, safety matting & new turf for the cradle swings, flat swings and the roundabout to comply with the Insurance Inspector's requirements. CLLrs.unanimously agreed the quote of £1165 + VAT & the Clerk was asked to place the order (CD)

Cllr.Rogers requested the Clerk remind CCC to transfer bus stop sign to new bus shelter, remove old bus stop post and obtain current timetable (CD)

Cllr.Boddy reported an orienteering event scheduled through Hutton Roof Crags on Sunday 15 March.

Also that the village of Holme has received planning permission for a new community centre. In addition Holme Parish Council are investigating setting up allotments on land inherited by them for that purpose.

16. COMMUNICATIONS – See Schedule below**17. DATE OF NEXT MEETING**

The next meeting will take place on **Thursday 19 March 2009 at 7.30pm** in the Memorial Hall.
The Annual Parish Meeting will precede this and will commence at 7pm

F.A. N. - K²

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The meeting closed at 9.41

SCHEDULE OF COMMUNICATIONS TO 19 FEBRUARY 2009

Website:

Hot Topic:

Feedback:

Other Communications

- Confirmation from Judith Derbyshire of CRHT to address Annual Parish Meeting
- Footpath diversion order from CCC for footpath 515007 around Crag House Farm
- CCC Footpath Officer notified of footpath diversion around Moss Farm, not implemented
- Letter to Grasscare not to mow the Playing Ground until notification from SLDC that it is safe to do so
- Letter of thanks to Deerslet Nurseries for Christmas trees supplied to Memorial Hall free of charge
- CCC notified that Burton Park was missed in the recent road improvements around the Parish
- Email to Impact regarding Burton Playing Ground
- Request for donation from MENCAP
- Invitation to visit a Community Land Trust in Northumberland 25.2.09 from Comm.& LAs in Cumbria
- Invitation to Special CALC Conference for South Lakeland Parishes 28.2.09 in Kendal
- Invitation from CALC to nominate an outgoing Chairman in ballot for a Royal Garden Party in 2009

or Circulation

- CALC Circular February 2009 (Email forwarded to all Cllrs.2.2.09)
- Invitation to attend 'Duty to Involve' seminars (Email forwarded to all Cllrs.21.1.09)
- Website amendment regarding notification of Police contact numbers (Email forwarded to all Cllrs.23.1.09)
- Weekly Rural Focus Digest (Email forwarded to all Cllrs.28.1.09)
- Introduction to the Rural Services Network (Email forwarded to all Cllrs.29.1.09)
- Temporary U49104 road closure notification from Lancaster City (Email forwarded to all Cllrs.29.1.09)
- CYSS Newsletter 19 (Email forwarded to all Cllrs.2.2.09)
- Northwest Regional Strategy Update February 2009 (Email forwarded to all Cllrs.4.2.09)
- Invitation to Morecambe Bay Partnership AGM & Conference 25.2.09 (Email forwarded to all Cllrs.6.2.09)
- SLDC's Single Equality Scheme (2008-2011) (Email forwarded to all Cllrs.6.2.09)
- Notification of new CALC events (Email forwarded to all Cllrs.29.1.09)
- CVS Newsletter January/February 2009
- Request from S.Lakeland Strategic Partnership for a response to 'Locality Working in S.Lakeland' by 9.4.09
- CVS Newsletter February/March 2009
- SLDC Standards Committee Agenda of meeting to be held 24.2.09
- Notification of Community Open Spaces Training event 11.3.09 (Email forwarded to all Cllrs.17.2.09)
- Weekly Rural Focus Digest (Email forwarded to all Cllrs.18.2.09)

Glossary of Abbreviations:

ACT	Action with Communities in Cumbria (formerly VAC)
ALSF	Aggregates Levy Sustainability Fund
CALC	Cumbria Association of Local Councils
CCC	Cumbria County Council
CVS	Cumbria Voluntary Service
DEFRA	Dept for Environment Food & Rural Affairs
LDF	Local Development Framework
NPS	Norfolk Property Services
NALC	National Association of Local Councils
NWRA	North West Regional Assembly
NWPPR	North West Plan Partial Review
PCM	Parish Council Meeting
SLDC	South Lakeland District Council
SLCC	Society of Local Council Clerks

T.A.R.K.

19/03/2009