

# BURTON-IN-KENDAL PARISH COUNCIL

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

## Minutes of the Annual Parish Council Meeting held in Burton-in-Kendal Memorial Hall on Thursday 19<sup>th</sup> May 2022 at 7.15pm

**PRESENT:** Cllrs. A. Wren, F Mason-Hornby, G Isherwood, C Nolan and D Wilson  
Also present: Parish Clerk C Davidson

**1) TO ELECT A CHAIRMAN FOR THE COUNCIL YEAR 2022/23**

Cllr Wren was proposed by Cllr Isherwood and seconded by Cllr Mason-Hornby and elected unanimously as Chairman.

**2) TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman signed the acceptance of office.

**3) TO APPOINT A VICE-CHAIRMAN FOR COUNCIL YEAR 2022/23**

Cllr Nolan put himself forward for Vice Chair and seconded by Cllr Isherwood and elected unanimously as Vice-Chairman

**4) APOLOGIES FOR ABSENCE**

Cllr Bailey and Taylor

**5) DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATION:**

None

**6) TO APPOINT PARISH COUNCIL REPRESENTATIVES:**

- |  |   |                                      |
|--|---|--------------------------------------|
| a) Burton Education Foundation             | - | Lesley Bailey                        |
| b) Burton Recreation Trust                 | - | Alan Wren                            |
| d) Memorial Hall Committee                 | - | Chris Nolan                          |
| e) Quarry Liaison Committee                | - | Alan Wren                            |
| f) School Governors                        | - | George Isherwood                     |
| g) Fireworks Working Group                 | - | No longer required                   |
| h) PsiCA – to be moved to activities below | - | Chris Nolan                          |
| i) Parking & Traffic Working Group         | - | Lesley Bailey/Alan Wren/Danny Wilson |

**7) TO ASSIGN RESPONSIBILITY TO THE FOLLOWING ACTIVITIES:**

- |                             |   |                          |
|-----------------------------|---|--------------------------|
| a) Boon Town Play Ground    | - | Alan Wren                |
| b) Lengthsman Administrator | - | Danny Wilson             |
| c) Plain Quarry             | - | Francis Mason-Hornby     |
| d) SID                      | - | Alan Wren & Danny Wilson |

**8) RECEIVE ANNOUNCEMENTS FROM CHAIRMAN**

None

**9) OPEN FORUM**

No members of the public were present

**10) REPORTS FROM DISTRICT & COUNTY COUNCILLOR**

A report was received from County Councillor Bingham and previously circulated

**11) TO REVIEW & APPROVE RISK ASSESSMENTS & INTERNAL CONTROLS 2022/23**

Risk assessment and Internal Control documents were circulated and approved for 2022/23

**12) TO APPOINT A COUNCILLOR TO REVIEW THE PARISH COUNCIL ASSET REGISTER FOR 2022/23**

It was agreed that Cllr Chris Nolan would review the Asset Register.

**13) TO APPOINT AN INTERNAL AUDITOR**

It was agreed that Richard Clarke would carry out the internal audit for the Financial Year.

**14) TO APPROVE FINAL INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31<sup>ST</sup> MARCH 2022**

Cllr Mason-Hornby proposed that the final accounts for year ended 31<sup>st</sup> March 2022 be approved by the Council, this was seconded by Cllr Nolan and unanimously agreed.

**15) TO CONSIDER, AGREE AND SIGN THE EXEMPTION CERTIFICATE AND ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR YEAR ENDED 31<sup>ST</sup> MARCH 2022**

The Parish Council agreed and signed the Exemption Certificate and Section 1 and 2 of the AGAR for the year ended 31<sup>st</sup> March 2022.

**16) FINANCE**

Consider the bank balances and the Income and Expenditure Account, noting the receipt of the precept and Council grant of £17366.65

Councillors Isherwood and Wren were authorised to approve the following online payments.

Authorise payment of the following accounts:

a) Lengthsman's hours and expenses	£526.00
b) Clerk's Salary & Expenses	£357.60
c) BHIB Insurance Premium	£2442.60
d) Ashlea Landscapes (April Grass Cutting)	£271.92

**17) TO AGREE THE PLACEMENT OF THE TWO BENCHES PURCHASED FOR THE SQUARE**

Discussion took place about the positioning of the benches and it was agreed that the benches would be brought down to the Square and Councillors would assess the position and fix.

**18) TO AGREE & FORMULATE RESPONSE OF PROPOSED DIVERSION OF PUBLIC FOOTPATH 507101 AT MOSS FARM**

There were no objections received regarding the diversion of the public footpath at Moss Farm.

**19) OUTSTANDING ITEMS**

No	Item	Reported by	Action	Status
1	PSiCA Snagging	CN		Snagging still ongoing
3	Slape Lane	All		Cllr Mason-Hornby reported that the lane is too narrow for any machinery. It was suggested that contact Countryside Access to see what can be done and we will contribute the £1000 to any work done.
3	Church Bank Gardens	TH/		Ongoing – Tom Harvey
4	Benches			Will be placed this week
5	Traffic & Working Group			Chase plans for parking box plans from CCC
6	Speed Indicator Device (SID)			Cllr Wren has requested Council consider purchasing a second SID – will be on June Agenda
7	Casual Vacancies			Advert to go in Shop window

**20) LENGTHSMAN'S LOG, REVIEW OF ACTION ITEMS AND REPORTS FROM PARISH COUNCILLORS AND CLERK.**

- a) Cllr Mason-Hornby reported that Dalton Lane had yellow markings and perhaps would be getting repairs done soon.
- b) Clerk to contact Forestry Commission regarding the repair of benches at Plain Quarry.

**21) TO RECEIVE AND ACTION COMMUNICATION RECEIVED.**

Email has been received from a visitor to the village. His concern was the amount of dog mess along Main Street from the pub towards Green Dragon Farm. Clerk has also received an email from a resident about this problem. Clerk to contact SLDC to request the dog warden carry out more patrols and put out more signage. Clerk to respond to both visitor to village and resident.

**22) DATE OF NEXT MEETING**

The next Parish Council Meeting will be held on Thursday 16th June 2021 at 7.30pm in the Memorial Hall.

## Schedule of communications received from

### Schedule of Communications Significant communications received:

#### By email forwarded to Councillors

CALC roundup  
CVS E bulletin  
NALC Newsletter  
Rural Weekly News  
Precept Payment  
Consultation – Proposed footpath diversion 507010  
Email from visitor to the village regarding dog mess

#### GLOSSARY OF ABBREVIATIONS

<b>CALC</b>	Cumbria Association of Local Councils
<b>CCC</b>	Cumbria County Council
<b>LAP</b>	Local Area Partnership
<b>LDF</b>	Local Development Framework
<b>NALC</b>	National Association of Local Councils
<b>SLDC</b>	South Lakeland District Council