

BURTON-IN-KENDAL PARISH COUNCIL

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Minutes of the Parish Council Meeting held in Burton-in-Kendal Memorial Hall on Thursday 18th May 2023 at 7.30pm

PRESENT: Cllrs. A. Wren, M. Taylor, F. Mason-Hornby, G Isherwood, C Nolan, D Wilson
Also present: Parish Clerk C Davidson and 3 members of the public.

1) TO ELECT A CHAIRMAN FOR THE COUNCIL YEAR 2023/24

Cllr Mason-Hornby was proposed by Cllr Wren and seconded by Cllr Wilson 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 2023/24

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

4) APOLOGIES FOR ABSENCE

None

5) DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATION:

Full Declaration of interest forms circulated to Councillors for completion and return to Westmorland and Furness Council.

6) MINUTES OF THE LAST PARISH COUNCIL MEETING HELD

The previous minutes were approved and signed by the Chairman.

7) TO APPOINT PARISH COUNCIL REPRESENTATIVES:

- | | | |
|------------------------------------|---|---------------------|
| a) Burton Education Foundation | - | No representative – |
| b) Burton Recreation Trust | - | George Isherwood |
| d) Memorial Hall Committee | - | Chris Nolan |
| e) Quarry Liaison Committee | - | Alan Wren |
| f) School Governors | - | George Isherwood |
| g) Fireworks Working Group | - | No longer required |
| i) Parking & Traffic Working Group | - | No longer required |

8) TO ASSIGN RESPONSIBILITY TO THE FOLLOWING ACTIVITIES:

- | | | |
|-----------------------------|---|-----------------------|
| a) Boon Town Play Ground | - | Mike Taylor |
| b) Lengthsman Administrator | - | Mike Taylor |
| c) Plain Quarry | - | Francis Mason-Hornby |
| d) SID | - | Alan Wren as required |
| e) PSICA | - | Chris Nolan |

9) RECEIVE ANNOUNCEMENTS FROM CHAIRMAN

None

10) OPEN FORUM

Three residents attended the meeting to observe and obtain more information about the Casual Vacancies

11) REPORTS FROM DISTRICT COUNCILLOR

No report

12) REVIEW AND APPROVE RISK ASSESSMENTS AND INTERNAL CONTROLS

The Risk Assessment and Internal Controls were previously circulated to Councillors. Cllr Wren proposed the document be approved and agreed, seconded by Cllr Nolan and Chairman signed the document.

13) APPOINT COUNCILLOR TO REVIEW PARISH COUNCIL ASSET REGISTER

It was agreed that the Clerk should circulate the Asset Register document to all Councillors to review.

14) TO APPOINT INTERNAL AUDITOR FOR 2023/24

It was agreed that Mr Richard Clarke would carry out the internal audit for the Parish Council.

15) TO APPROVE FINAL INCOME & EXPENDITURE ACCOUNT FOR Y/E 31ST MARCH 2023

Cllr Wren proposed that the Income & Expenditure Account for the year ended 31st March 2023 be approved by the Council. Seconded by Cllr Taylor, unanimously agreed and signed by the Chairman.

16) TO CONSIDER, AGREE AND SIGN THE EXEMPTION CERTIFICATE AND ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR YEAR ENDED 31ST MARCH 2023

Cllr Wren proposed the Parish Council agreed and sign the Exemption Certificate and Section 1 and 2 of the AGAR for the year ended 31st March 2023, seconded by Cllr Isherwood and unanimously agreed and signed by Chairman.

17) PLANNING APPLICATIONS

a) SL/2023/0215 Church Bank House, Main St, Burton-in-Kendal
Convert unused storeroom and stable into residential annex.

No comments

18) INCOME & EXPENDITURE

Consider the bank balances and the Income and Expenditure Account noting the receipt of the precept and Council grant of £15,826.18 and CIL payment of £1737.51. Authorise the release of the following payments by Cllrs Wilson and Taylor.

Authorise payment of the following accounts:

a) Lengthsman hours and expenses	£377.00
b) Clerk's Salary & Expenses	£387.80
b) BHIB Insurance Premium	£2409.09
c) Ashlea Landscapes (April grass cutting)	£ 285.53

19) **OUTSTANDING ITEMS**

No	Item	Reported by	Action	Status
1	Benches			Work to be carried out 31 st May
2	Traffic & Working Group			Crossing is a possibility. Feasibility study to now take place
3	Casual Vacancies			Ongoing, New suggestions to be considered.
4	Picnic Benches			Timber ordered, Forestry England will do the work when staff available.
5	Community Asset Register	FMH	CD	Nomination forms to be submitted more information has been requested by Council.
6	Coronation Commemorations			School garden project to be added to June agenda for approval. Other ideas still to be considered – curved benches, trees
7	Meadow Close to Boon Town footpath	CN		Work to be carried out very soon.

20) **REVIEW OF ACTION ITEMS AND REPORTS FROM PARISH COUNCILLORS AND CLERK.**

- a) Lengthsman to be asked to cut back overgrown hedge and bottom of Post Office Lane.
- b) Cllr Taylor asked if the trees on Tarn Lane could be trimmed back – to go on Lengthsman list

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

None

22) **DATE OF NEXT MEETING**

The next Parish Council Meeting will be on Thursday 15th June 2023 at 7.30pm in the Memorial Hall – this will be the Annual Parish Council Meeting.