

BURTON-IN-KENDAL PARISH COUNCIL

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Minutes of the Parish Council Meeting held in Burton-in-Kendal Memorial Hall on Thursday 16th May 2024

PRESENT: Cllrs. F. Mason-Hornby, A. Wren, M. Taylor, G Isherwood, C Nolan, K. Crayston, V. Hughes.

Also present: Parish Clerk C Davidson and 4 members of the public.

1) TO ELECT A CHAIRMAN FOR THE COUNCIL YEAR 2024/5

Cllr Mason-Hornby was proposed by Cllr Wren and seconded by Cllr Taylor 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 2024/5

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

4) APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Wilson (work commitments), Cllr Daly (family commitments)

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. No declaration of interest were submitting for this agenda.

6) TO APPOINT PARISH COUNCIL REPRESENTATIVES:

- | | | |
|--------------------------------|---|------------------|
| a) Burton Education Foundation | - | Vicky Huges |
| b) Burton Recreation Trust | - | George Isherwood |
| d) Memorial Hall Committee | - | Chris Nolan |
| e) Quarry Liaison Committee | - | Alan Wren |
| f) School Governors | - | George Isherwood |

7) TO ASSIGN RESPONSIBILITY TO THE FOLLOWING ACTIVITIES:

- | | | |
|-----------------------------|---|----------------------------|
| a) Boon Town Play Ground | - | Alan Wren |
| b) Lengthsman Administrator | - | Clerk – Christine Davidson |
| c) Plain Quarry | - | Francis Mason-Hornby |
| d) SID | - | Alan Wren as required |
| e) Community Engagement | - | Chris Nolan |

8) RECEIVE ANNOUNCEMENTS FROM CHAIRMAN

It was agreed that the Minutes from 18th April 2024, previously circulated, were a true record and duly signed by the Chairman.

9) OPEN FORUM

- a) Matthew Scott from Burton News put forward a request for further funding for the 2024/25 financial year. It was agreed that this would be added to the June agenda for the Parish Council to consider.
- b) A member of the public asked if meetings could be live streamed for residents who were unable attend meetings. The Parish Council explained reasons why this could be difficult due to rules around GDPR and transparency of the meetings. It was suggested that if a member of public wished to film the meeting this was acceptable. It was agreed that the Clerk would look into the rules and regulations regarding live streaming.
- c) Concern was raised over loose sheep on the A6070 towards Greenlands. As this was out of our boundary, there was nothing the Parish Council could do and unlikely that LCC would erect signs as it was not an open moorland.

10) REPORTS FROM DISTRICT COUNCILLOR

District Cllr Hughes updated the Parish Council on the portfolio changes of the District Councillors.

There will be Highways Working Group meeting in the near future and the Safe Crossing would be discussed at this meeting.

There has been a recent training workshop on Planning and the slides will be circulated soon for all Councillors.

Church Bank Gardens issues were ongoing but Cllr Hughes is following this up and ensure necessary works are completed.

11) REVIEW AND APPROVE RISK ASSESSMENTS, INTERNAL CONTROLS AND POLICIES

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. The Clerk will shortly be updating the Financial Regulations in line with the updates received from NALC and producing a Document Retention Policy. These documents will be presented at the next meeting for adoption.

12) TO APPOINT INTERNAL AUDITOR FOR 2024/24

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

13) TO APPROVE FINAL INCOME & EXPENDITURE ACCOUNT FOR Y/E 31ST MARCH 2024

Cllr Wren proposed that the Income & Expenditure Account for the year ended 31st March 2024 be approved by the Council. Seconded by Cllr Taylor, unanimously agreed and signed by the Chairman.

14) TO CONSIDER, AGREE AND SIGN THE EXEMPTION CERTIFICATE AND ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR YEAR ENDED 31ST MARCH 2024

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 2024, seconded by Cllr Isherwood and unanimously agreed and signed by Chairman.

15) CONSIDER INSURANCE QUOTATIONS

The Clerk presented 2 insurance quotations. Following discussion and a review of the Asset Register, it was agreed to accept the quotation from Zurich Insurance for £570. This is a saving on the budgeted figure of £2,500.

2024-12

16) AGREE PURCHASE OF NOTICEBOARD

It was agreed that the notice board in the Clawthorpe bus shelter requires replacement.

Clerk has received quotations and it was agreed to purchase a new noticeboard to the value of £400.

17) AGREE CALENDAR OF MEETINGS FOR 2024/25

It was agreed that the Parish Council meetings would continue to be held on the third Thursday of the month. Dates will be published on the website and noticeboards.

18) INCOME & EXPENDITURE

Consider the bank balances and the Income and Expenditure Account noting the receipt of the precept of £15,875 and the Council grant of £488.26

Authorise payment of the following accounts:

a) Lengthsman hours and expenses	£523.80
b) Clerk's Salary & Expenses	£411.80
c) Insurance Premium – Zurich	£570.00
d) Ashlea Landscapes (April grass cutting)	£297.07
e) CALC training invoice	£180.00
f) Parish Online	£120.00

19) OUTSTANDING ITEMS

No	Item	Reported by	Action	Status
1	Traffic Working Group			Safe crossing is a possibility. Ongoing with District and Highways
3	Community Asset Register	FMH	CD	3 accepted and on Register, 1 still to complete
5	Meadow Close to Boon Town footpath	CN		Work started , Cllr Hughes to check that they will be installing lighting. Clerk to S106 info to Cllr Hughes to chase
6	19 Trees			Fell and replant – felling licence agreed – start date required – awaiting date from Tree surgeon
7	Market Cross work and benches including commemoration bench			Able Memorials – work to started in the next 2 weeks
8	Community Engagement Initiative	CN		Quotes discussed for newsletter and would be added to June agenda for further discussion

9	Dark Sky Initiative		Research to be done and presented when available.
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2024-13

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

- a) Cllr Wren has done some work at the playground and weeded around the Square. Clerk to request the Lengthsman weedkill around the Square when next in the village.
- b) Cllr Isherwood requested an item on the meeting agenda 'Matters Arising from previous meetings. It was agreed this could be included in future agendas.

21) TO RECEIVE AND ACTION COMMUNICATION RECEIVED.

Email received from resident regarding live streaming of meetings – this was discussed earlier.

22) DATE OF NEXT MEETING

The next Parish Council Meeting will be on Thursday 20th June 2024 at 7.30pm in the Memorial Hall – this will be the Annual Parish Council Meeting.

Draft Minutes