

BURTON-CUM-WALDEN PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY, 7 MAY 2024

The Annual Parish Council meeting was held in the Village Hall, West Burton on Tuesday, 7 May 2024

Present: Miss Jane Ritchie, Mr David Dent, Mr Andrew Landau, and Mrs Sally Sahin, Councillors, and Mrs Susan Ryding, Clerk

Also attending: Mr Richard Nolan and PCSO Heather Campbell

1. Election of Chairman

Councillor Sally Sahin proposed and Councillor David Dent seconded, that Councillor Jane Ritchie should be elected as Chairman, and this was passed unanimously. Councillor Jane Ritchie then signed the Declaration of Acceptance of Office.

2. Apologies

Apologies were received, and the reason accepted, from Councillor Victoria Whitehead.

3. Declarations of interest

There were no declarations of interest

4. Minutes

The minutes of the Parish Council meeting held on 2 April 2024, having been circulated to all Members, were confirmed as a true copy, and duly signed by the Chairman.

5. Clerk's Report

The Clerk reported on the following matters:

- Plinth on the B6160
- Campaign for the protection of the River Ure
- Interpretation board by the Waterfall
- Council finances

6. Nomination of Councillors to Committees, Working Groups and other organisations

RESOLVED: That the Council would be represented on committees, groups and other organisations as follows:

- Aysgarth Cemetery Committee – Cllrs Sally Sahin and Victoria Whitehead
- Upper Dales Health Watch – Cllr Jane Ritchie
- Village Hall Committee – Cllr Sally Sahin
- Emergency Working Group – Cllrs Andrew Landau and David Dent
- YLCA – Cllr David Dent and the Clerk, Susan Ryding

7. Trustees of West Burton Charity

The Council considered nominations for trustees for the West Burton Charity

RESOLVED: That Councillor Jane Ritchie and Mrs Gail Dent should remain as trustees

8. Internal scrutiny of the Council's finances

RESOLVED: That Councillors Andrew Landau and Victoria Whitehead are appointed to scrutinise the Council's finances.

9. Annual Return

The Clerk tabled the completed Certificate of Exemption of the Annual Governance and Accountability Return (AGAR). The Clerk reported that the Internal Audit had taken place on Friday, 3 May and that page 4 of the AGAR had been duly completed. The Council then completed Section 1, the Annual

Governance Statement, and Section 2, the Accounting Statements 2023/24. All other sections were then completed. There were no outstanding issues.

RESOLVED:

- That the Certificate of Exemption is approved and should be duly signed by the Chairman and the Responsible Financial Officer and forwarded to the external auditors
- That the completed AGAR is approved and should be forwarded to the website manager to be published on the website.
- That a cheque for £50.00 for the Internal Auditor should be duly signed

10. Matters arising from the Annual Parish meeting

The Clerk tabled the draft minutes of the Annual Parish Meeting which had been held Tuesday, 23 April 2024, and which had been circulated to Councillors earlier. Various items were discussed.

RESOLVED: That the Clerk should report the two streetlights that were not working, but that otherwise there were no other matters arising

11. Planning application R/54/135E for Little Cote Caravan Park, Walden

Councillors considered various aspects of Planning Application R/54/135E which included construction of bases for 10 lodges, an access track, alterations to site access, the installation of utilities and landscaping. Also considered was the request to extend the permitted opening hours to 12 months holiday use.

RESOLVED: That the Clerk should respond that Councillors were concerned as follows:

- That the venture might not be viable, given the lack of leisure and other facilities in a comparatively remote area
- That there was a potential for an increase in traffic on a narrow single track road and that there might also be difficulties in accessing the site
- That the arrangements for dealing with foul water from the site would increase pollution in Walden Beck significantly
- That clarification should be sought as to the implications of the opening hours to all year round holiday use with regard to the lodges becoming permanent residencies

12. Winter gritting

The Chairman reported that she was still in consultation with Mr Edward Dent.

RESOLVED: That this matter should be brought forward to the next meeting

13. Renewal of the play area surface

Councillor Victoria Whitehead had reported by email that she was still looking for grants for this work and was also considering approaching the Fundraising Group for potential support. The Clerk reported that she had been given a contact at the North Yorkshire Council by County Councillor Yvonne Peacock as someone who might be able to advise on grants. In the meantime, Councillor Peacock had kindly said she would set aside £500 for the work from her Localities Fund.

RESOLVED: That the Clerk should investigate the contact at the North Yorkshire Council and that this matter should be brought forward to the next meeting

14. Appointment of an Assistant Clerk and consideration of pay role management

The Clerk tabled a suggested pay scale level for the role of Assistant Clerk which was considered by the Members. She also outlined the training programme which was already underway with the proposed Assistant Clerk, Mr Richard Nolan and suggested a time scale that would conclude with Mr Nolan taking over fully on 1 April 2025. Consideration was also given to the advantages of the pay role being managed by a local firm. The Clerk reported that she had been advised that most local Parish Councils managed their pay roles this way and had received a quote of about £100 from one of the local firms she had investigated.

RESOLVED:

- That Mr Richard Nolan is formally appointed as the Assistant Clerk and that the Clerk should now undertake all the necessary arrangements for this appointment

- That Mr Richard Nolan is appointed for 110 hours at Local Council Pay Scale 7 until 1 April 2025 when this would increase to 220 hours at Local Pay Scale 18, if his appointment as the Clerk and Responsible Financial Officer is approved
- That the Clerk should contact the local accountancy firm to arrange for them to take over the management of the pay role for herself and the Assistant Clerk

15. Parking in West Burton

Councillors considered the problem of vehicles parking on pavements which impeded wheelchairs and push chairs, and on the Village Green which caused damage. The advice of PCSO Heather Campbell was that parking on pavements was not allowed and that room should always be left to allow access for wheelchairs and push chairs. She offered to attend at a time during a weekend and distribute leaflets that asked vehicle owners to park considerately and not to park on the Village Green. Councillors also considered that state of some of the pavements in the Village which were in poor repair

RESOLVED: That PCSO Campbell's kind offer is accepted, and that the Clerk should contact the Highway Department of the North Yorkshire Council to ask them to repair the damaged pavements.

16. Sign by the Waterfall

Councillors considered the wording, layout and size of the proposed sign by the Waterfall that said that unlicensed fishing and overnight camping was not permitted. This would be a replacement for a sign that had been removed when it became dilapidated.

RESOLVED: That the sign is approved and that Clerk should order it from Eyecatching Signs

17. Invoices

Cheques for the following invoices were approved and signed.

- Stationery (stamps) - £42.50
- Eyecatching Signs - £90.00 (VAT £15.00)
- NYC Play area inspection fee - £117.00 (VAT £19.50)

18. Notice of meetings and reports of meeting attended

Councillors noted the dates of future meetings and reports of meetings attended. The Chairman reported on her attendance at the Yorkshire Dales National Park Authority Parish Forum meeting which had included a discussion of electric vehicle infrastructure.

19. Items for the next agenda

RESOLVED: That in addition to any matters mentioned above, the following additional item should be brought forward.

- A replacement notice board

There being no further business, the meeting closed at 9.50 pm

Date of the next meeting, **Tuesday, 4 June 2024 at 8.00 pm** in the Village Hall.

Chairman: *J Other Ritchie*

Date: 4 June 2024