

**BURTON-CUM-WALDEN PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON**  
**TUESDAY, 6 MAY 2025**

The Annual Parish Council Meeting was held in the Village Hall, West Burton on Tuesday, 6 May 2025.

Present: Miss Jane Ritchie, Mr Andrew Landau, Mrs Sally Sahin, Mrs Victoria Whitehead and Mr David Dent, Councillors, Mr Richard Nolan, Clerk, Mrs Sue Ryding (former Clerk)

**1. Election of a Chairman**

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

**2. Apologies**

There were no apologies, all the members being present.

**3. Declarations of interest**

There were no declarations of interest. The Members' Code of Conduct (LGA Model Code, App 03/12/2020, rev 19/01/2021 and 17/05/2021) was reviewed and confirmed as the applicable Members' Code of Conduct for the Council. The current Register of Members' Interests was circulated and confirmed as still accurate.

**RESOLVED:** that the confirmed Register of Members' Interests be published on the Parish website.

**4. Minutes**

The minutes of the Parish Council Meeting held on Tuesday 1 April 2025, having been circulated to all Members, were confirmed as a true record, and duly signed by the Chairman.

**5. Clerk's Report**

The Clerk presented the Clerk's Report on the following matters:

- Triangle of Parish Land by the Grange
- Benches
- Council Finances

**RESOLVED:** that the Clerk's Report be received and noted; and that the Clerk be asked to contact the owner of the car parked regularly next to the Triangle of Parish Land.

**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, Richard Nolan.

**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**

Mrs Susan Ryding, having been Clerk throughout the Council's financial year 2024/25, 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 Wednesday 30 April 2025 and page 4 of the AGAR had been duly completed. The Internal Auditor's Report, circulated to councillors before the meeting, was tabled and discussed. The Council then completed section 1 (the Annual Governance Statement 2024/25) and Section 2 (the Accounting Statements 2024/25). All other sections of the AGAR were then completed. There were no outstanding issues.

### **RESOLVED:**

- (1) that the Certificate of Exemption be and is accepted and approved, and should be duly signed by the Chairman and the Clerk (as the current Responsible Financial Officer) and be forwarded to the external auditors;
- (2) that the completed AGAR be and is accepted and approved and should be forwarded to the website manager to be published on the Parish website;
- (3) that the internal auditor's report be accepted and that, in accordance with the internal auditor's suggestion, the Parish's bank reconciliation statements be initialed by councillors responsible for internal scrutiny of the Council's finances;
- (4) that the internal auditor's fees of £50.00 be paid online.

## **10. Signatories on the Parish Bank Account**

The Council noted the comments of the internal auditor that, at present, only one councillor was an authorised signatory on the Council's bank account, which could cause difficulties if that councillor were unavailable or incapacitated.

**RESOLVED:** that Councillor Sally Sahin be made an additional signatory on the Council's bank account.

## **11. Donations Boxes in the Village**

The Council noted the arrangements made during the tenure of Mrs Susan Ryding as Clerk for the banking of cash from the Donations Boxes in the village. The Council wished to make similar arrangements in future.

**RESOLVED:** that the Clerk be and is hereby authorised to bank such cash in his own name and promptly re-imburse the Council's bank account by funds transfer and/or transfer the cash to a local business in exchange for a cheque payable to the Council (or a prompt funds transfer to the Council's bank account) of equal value.

## **12. Paypal Account and QR Code**

In connection with the Donations Boxes in the village, the Council noted that many people carried and used cash much less today than formerly, and that this might be at least one cause of the reduced level of donations in the boxes witnessed in recent months. The Council noted that it might therefore be useful if visitors to the village, and others, had the opportunity of making donations online, and that a QR code on Donations Boxes in the village, leading to an online donations page, might be a suitable way of achieving this.

**RESOLVED:** that the Clerk be and is hereby authorised and instructed to investigate opening a PayPal (or other similar) account for the Council, with an associated QR Code for donations.

## **13. Matters arising from the Annual Parish Meeting**

There were no matters arising from the Annual Parish Meeting on 22 April 2025 other than matters addressed elsewhere (item 14 below).

## **14. Bonfire Night Fireworks**

Following the Annual Parish Meeting, the Council noted that sums raised and spent on fireworks are not Council monies; but in the interests of transparency:

**RESOLVED:** to publish in the Parish Newsletter amounts reported to it as raised and spent on fireworks in each given year.

## **15. Congratulations to County Councillor Yvonne Peacock MBE**

The Council noted the appointment of County Councillor Yvonne Peacock as an MBE.

**RESOLVED:** to send its congratulations to County Councillor Yvonne Peacock on her appointment as an MBE in recognition of all her many years' hard work on behalf of the people of Upper Wensleydale, including the Parish.

#### **16. Stop Ure Pollution**

The Council noted a letter, sent to the Clerk by email on 21 April 2025, from Pip Pointon, Secretary of Stop Ure Pollution ("SUP"), seeking support for SUP from the Council. The Council was in principle supportive of SUP's aims.

**RESOLVED:** that the Clerk should write back to check what sort of level of support is anticipated, and to bring any response back to the Council.

#### **17. Planning Application R/54/149A/LB**

The Council considered listed building planning application R/54/149A/LB for the removal of cement rendering, and making good, on Galloway House.

**RESOLVED:** to support the application.

#### **18. Invoices**

Online payments were authorised in respect of the following invoices (in addition to that minuted under item 9(4) above):

- Mike Lawrence (jet washing play area and benches) - £100.00
- HarryAdney Internet Services (Parish website redesign) - £150.00
- J W Alderson, Petrol £111.51 (including VAT of £18.58).

#### **19. Notice of meetings and reports of meeting attended**

Councillors noted the dates of future meetings and reports of meetings attended.

#### **20. Items for the next agenda**

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

- Consideration of granting permission for parking on the village green in connection with an event organised by the Central Dales Practice on 22 September 2025.

There being no further business, the meeting closed at 9.20pm.

Date of the next meeting, **Tuesday, 3 June 2025 at 8.00 pm** in the Village Hall.

Chairman J.O. Ritchie

Date: 3 June 2025