

**BURGHWALLIS PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE BURGHWALLIS PARISH COUNCIL  
HELD AT 19:00hrs ON TUESDAY 6 JANUARY 2015 AT THE BURGHWALLIS  
PUBLIC HOUSE**

Present:           Chairman:     K Walters  
                   Vice Chair:    G Laming  
                   Councillors:  E Bell  
                                   B Grimes  
                                   D Hudson

                  Clerk:           G Bean (incoming)  
                                   W Nicholls (outgoing)

                  Guests:          Alan Jones – Askern Ward Councillor  
                                   Austin White – Askern Ward Councillor  
                                   Iris Beech – Askern Ward Councillor

- 1a.     **Brief seminar re Boundary Commission Decision** –It was noted representations were made by local councillors and a decision had now been made for our area to be a 3 member ward, to allow cover for illness and the like. Included within the ward, provisionally called Norton & Askern Ward (subject to further representations to be made by CEO in London) now includes, alongside previous villages Sykehouse, Fenwick, Moss, Fishlake and Thorpe-in-Balne. It was noted that the new ward appears to tie in with police and neighbourhood managers. KW asked if there were any issues directly affecting Burghwallis Parish Council and was informed that our boundary remained the same. There will be no change to Burghwallis Parish Council's remit. KW expressed her thanks for the use of Alexander House without charge and thanked the Local Councillors for attending. The Local Councillors then left the meeting to allow the Parish Council meeting to commence fully.
  
2.     **Welcome to New Clerk** – KW extended a warm welcome to GB and thanked to WN for her hard work. GB thanked KW and confirmed that she hoped to be a useful resource for the Parish Council.
  
3.     **Apologies** – No apologies were received.

**4. To welcome any members of the public** – There were no members of the public in attendance.

**5. To receive any disclosures of declarations of interest** – There were no disclosures or declaration of interest made from any attending councillors on any item due to be discussed.

**6. To reappoint vote on:**           **6.1 Chair and Vice Chair of the Parish Council.**

**6.2 Chair, Secretary and Members of Neighbourhood Plan Working Group**

**6.3 Chair and Vice Chair and Members of the Events Committee.**

6.1 Parish council: BG. proposed KW as Chair and DH seconded. Vote held and all in agreement. BG proposed GL as Vice Chair and DH seconded. Vote held and all in agreement. Both positions to be held until May 2015

6.2 Neighbourhood Plan Working Group: BG proposed Adrian Sowden to remain as Chair, KW seconded. Vote held and all in agreement. BG proposed Alastair Owens as Secretary, seconded by KW. Vote held and all in agreement. DH proposed GL, BG and KW to remain as members, all proposals seconded by EB. Vote held in relation to each proposal and all in agreement. All positions to remain until May 2015.

6.3 Events Committee: KW proposed Karen Heath to remain as Chair, BG seconded. Vote held and all in agreement. KW proposed Adrian Sowden as Vice Chair, BG seconded. Vote held and all in agreement. KW proposed Diane Ezard, Julia Murray and Margaret Burns to remain as members, each proposal seconded by BG. e.g. proposed counties to remain as chair, anything about them to remain as vice-chair and Diane Ezard, Julia Murray and Margaret Burns to remain as councillors. All proposals seconded by DH, vote held in relation to each proposal and all in agreement. All positions to remain until May 2015.

**7. Minutes of the last meeting (9 December 2014)** – GL noted at point 5 the extraordinary meeting should be of the "trustees" of the Poor's Land Charity. The word "Trustees" was inserted. It was then proposed by BG, seconded by KW and agreed by all that the minutes of the meeting on 9 December 2014 be accepted as a true and correct record.

## 8. Matters arising (if not on the agenda)

Stone wall at the end of Abbes Walk – GL notes that she is still to visit the occupants of the cottage in the first of the next meeting.

**Action: GL**

## 9 Financial Matters

- 9.1 It was proposed by KW, seconded by GL and agreed by all that the bank reconciliation to 29 December 2014 be accepted as a true and accurate record.
- 9.2 It was proposed by KW, seconded by BG and agreed by all that the invoice for the Christmas tree be approved for payment.
- 9.3 It was proposed by BG, seconded by GL and agreed by all that KW should be reimbursed for the cost of flower bouquets purchased from Flower Power.
- 9.4 It was proposed by KW, seconded by GL and agreed by all of that wages for the outgoing clerk be paid along with relevant payments to HMRC for tax and NI.

10. **Training** - e.g., BG, DH and KW expressed an interest in training. It was proposed by KW and seconded by GL that GB required training in the new position as parish clerk. WN suggested that GB attended the local clerks group meeting in GB confirmed she would make enquiries. GB to make enquiries with YLCA as to training for herself and BG, DH and KW to look into YLCA and incoming adverts for parish councillor training. WN noted that the White Rose email correspondence may be of assistance. Details to be presented at next meeting.

**Action: GB/BG/DH/KW**

11. **Neighbourhood plan** – KW expressed her disappointment following the submission of the Neighbourhood Plan draft proposal to DMBC. KW noted that DMBC had listed a 10 day response period but we were currently at 3 weeks with no response. KW to chase. KW noted that accounts for NP needed to be completed by 31.01.15. KW to forward invoices to GB to carry out end of year reconciliation.

**Action: KW/GB**

12. **Plague Well** – EB reported no developments on this and noted that resurrecting the Well appeared to be moving further and further from the council's grasp. It was discussed and KW proposed a lectern with a plaque to commemorate the well, seconded by DH and agreed by all. KW to speak with Margaret Burns and GB to

speak to her family member for more background.-GB to obtain quotes/brochures for designs and costs.

**Action: KW/GB**

- 13. Village Signs** - E-mail received in from Sam Whitehurst at DMBC in the interim. GB referring to her comments in relation to private land and ownership of boundary walls and the like. GB to draft a letter to each of the owners of property where the signs are to be placed to formalise permission, including details of ownership and copies of proposed sign dimensions as previously discussed. KW to provide addresses to GB for letters. EB to discuss level of donation required with his contact at Doncaster College.

**Action: GB/KW/EB**

- 14. Events Committee** - meeting cancelled, to remain on agenda for next meeting.

- 15. Poor's Field Update** – GL noted that the senior citizens lunch was a successful event, KW agreed. There were two DNAs through illness. GL noted bank reconciliation to 01.12.14 which had been agreed and extraordinary meeting minutes. For information GL noted that the reconciliation showed £207 left in the account with a further £500 rent expected in 2015 and raffle money raised of £95. Reconciliation passed to GB for filing.

WN noted her responsibility from last meeting to check with Numero re any issue with holding the Poor's Field Charity accounts information in a loose leaf book or whether they needed to be in a fixed leaf book. WN clarified that it was of no importance.

GL noted that proposed future meetings of the trustees of the Poor's Field Charity be in March, May and July/August plus one before any future December event.

Thanks expressed by all to GL for her efforts and thanks expressed by GL to all for the provision of raffle prizes.

- 16. Website** – KW reported that we were back on track with the analysis and have had 396 hits since the last meeting. GL noted some discrepancies on website but on checking in the meeting it was noted that previous councillors have been removed and the website accurately reflects the current Parish Council (subject to update of clerk's details by KW). GB reading 2 blogs from the website which were of interest.

## 17. Planning

- 17.1 14/02718/FUL – with reference to correspondence from L Coupland, KW noting that Mr Coupland had suggested that he will take this matter direct to the Local Councillors. No objections raised. In light of this it was proposed by KW, seconded by GL and agreed by all that no further action was required in this respect.
- 17.2 14/02942/FUL (full planning consent) & 14/02943/LBC (listed building consent) – erection of detached pitched roof triple garage and store to front of dwelling – The Old Rectory, Grange Lane, Burghwallis – It was noted that the listed building consent had come in the interim but GB noting that given the listed status of the building it was likely that separate applications had to be made. It was agreed by all upon review that these applications referred to the same build. Objections invited by KW, no objections received. No further action required.

## 18. Correspondence received

- 18.1 Precept - WN noted precept form for 2015/16 had been received and must be settled at this meeting as it must be filed with DMBC ahead of 6 Feb. Discussions ensued and KW proposed £5,500 for the 2015/16 precept, seconded by EB. Vote held and all in agreement. GB to complete and forward precept form to KW for approval before posting.

**Action: GB/KW**

- 18.2 List of Electors – WN noted this had been received. GL proposed that a list of electors was not required, BG seconded. Vote held and all agreed. No further action required.
- 18.3 KW noted letter from Harrogate Parish Council regarding their free workshop on 04.03.15. BG and KW expressing interest and KW to register details accordingly.

**Action: KW**

## 19. Any Other Business

- 19.1 EB wished all a happy, healthy and prosperous New Year which was reciprocated by all.
- 19.2 Standing Orders - WN handed hardcopies of standing orders to all councillors and GB. KW confirmed that copies of these new standing orders would be placed on the website, GB confirmed hardcopy would be filed with Parish Records.

19.3 WN noted that she had passed a laptop, printer and all papers to GB. WN noted laptop issues. KW suggested that laptop be tested over the next few weeks and should a new laptop be required, GB to research prices for next meeting.

**Action: GB**

19.4 Back Up - GB raised the issue of backing up copies of electronic documents. GB noted the fragility of technology and suggested that records should be backed up every month. KW proposed a 64 GB USB stick was purchased by GB, BG seconded. Vote held and all agreed. GB to purchase 64 GB USB stick and commence backing up monthly.

**Action: GB**

19.5 GB provided signed contract of employment for counter-signature by KW. KW signed the same.

**20. Next Meeting – Monday 2<sup>nd</sup> February 2015, 7pm at The Burghwallis Public House, Burghwallis.**

Signed as approved: ..... Date:.....

**Cllr. K Walters, Chairman**

Signed as approved: ..... Date:.....

**Cllr. G Laming, Vice Chairman**