

BURGHWALLIS PARISH COUNCIL

MINUTES OF THE BURGHWALLIS PARISH COUNCIL MEETING HELD AT 7.15 PM ON THURSDAY 16 MAY 2013 AT THE BURGHWALLIS PUBLIC HOUSE, BURGHWALLIS

Present: Chairman: L M Coupland
Vice Chairman: G Laming
Councillors: K Walters
E Bell
B Grimes
Clerk: W Nicholls

1 Apologies

No apologies were received.

2 Minutes of the last meeting (26 March 2013)

BG pointed out that on page 2, fourth paragraph down, the Minutes stated that she had lived in the village “all” of her life and this needed to be amended to read “most” of her life. The Clerk to amend this in due course. This amendment aside, it was RESOLVED that the minutes of the meeting held on 26 March 2013 be approved as a true and correct record. These were then signed by the Chairman and the Vice Chairman.

3 Matters Arising (if not on the agenda)

- LMC informed the meeting that the landlady of the Burghwallis had decided not to display any window boxes this year after all. LMC would therefore take a photograph of the pub for the website without them when the car park was empty as soon as he could. **Action: LMC**
- LMC was continuously in touch with Jane Rowlinson of the DMBC re. the grass cutting situation and would report back at the next meeting. **Action: LMC**
- The grant application to Awards for All for funding towards the new village notice board had been unsuccessful. WN to now approach other grant providers. WN to report back at the next meeting. **Action: WN**
- The latest litter picking exercise was carried out on 4 May and again it had proved to be very successful. All the Councillors had received lots of positive comments from the villagers. It was RESOLVED that this exercise to be looked at again in September with a view to carrying out more of the same. **Action: All**
- The matter of the Pinfold was to be brought up under Any Other Business.

4 Co-option of New Councillor – Brenda Grimes

BG had been elected, without a contest, to serve as a Councillor. LMC welcomed BG to the Council. The Clerk gave BG a copy of the Council's Code of Conduct, the Council's Standing Orders, The Good Councillor's Guide brochure and a Declaration of Acceptance of Office form for her to complete. BG passed the Clerk her already completed Legal Declaration of Qualification to hold Public Office as a Local Councillor form. The Clerk to submit the necessary documentation to DMBC within 28 days.

Action: WN

Election of Chair and Vice Chair of Burghwallis Parish Council for 2013/2014

It was proposed by EB and seconded by KW that LMC remain in the Chair for a further year.

It was proposed by LMC and seconded by BG that KW be elected as Vice Chairman.

Both of these motions were carried unanimously.

LMC reiterated the procedure for carrying out motions stating his intention to move the Council forward by trying to avoid having to 're-visit old ground' all the time.

5 Appointment of Sub-Committees:

5.1 Events Committee – LMC to ask this Committee at the next meeting if they had any objection to their names and telephone numbers being published on the website. **Action: LMC**

5.2 Playing Field Committee – The Clerk to contact YLCA to clarify whether all the Trustees of the Playing Field are eligible to sit on a Sub-Committee of the same, and, if so, what is the procedure for setting up such a Sub-Committee, i.e. should it be the same as when electing a Councillor? **Action: WN**

5.3 Neighbourhood Plan Committee – See item 7.

5.4 Pinfold Committee – See Any Other Business.

The Clerk handed out Declaration of Interest forms to all the Councillors for them to complete. These to be returned to LMC within 14 days so that the Clerk can submit them to DMBC within the required 28 days.

Action: All

6 Financial Matters

6.1 Year end - GL requested a breakdown of the 'miscellaneous' column. As the Cash Book was with the Auditor, the Clerk was unable to provide this but would do so within the course of the next few days. **Action: WN**

As this was the only comment, and, as all previous monthly reconciliations had already been agreed and approved, it was RESOLVED that the year-end figures be accepted as a true and accurate record.

- 6.2 Risk Assessment – Following discussion, it was RESOLVED to down-grade the Risk Level of the Clerk's Salary as this task was now being contracted out to a professional. It was also RESOLVED to add a further topic, i.e. 'Unknown Risks'. The Clerk to amend the Risk Assessment to reflect these amendments for LMC to sign off in due course. This document to be reviewed again in March 2014. **Action: WN/LMC**
- 6.3 Annual Return – The Clerk explained that this was currently with the Auditor. Following discussion of the copy of this document, it was RESOLVED that, subject to the Auditors approval, this be agreed and accepted. Clerk to send off the Annual Return to BDO before 11 June 2013. **Action: WN**
- 6.4 Bank reconciliation to 10 May 2013 - It was RESOLVED that this be accepted as a true and accurate record.
- 6.5 The YLCA invoice for annual membership was approved for payment.
- 6.6 The DMBC invoice for the second tranche of the May 2011 election was approved for payment.
- 6.7 The Came and Company invoice for the insurance premium was approved for payment.

7 Neighbourhood Plan

After much discussion, it was RESOLVED that LMC draft, by Monday 20 May 2013, an agenda for the first meeting with/presentation to, the volunteers. This to include: nomination of working parties (to concentrate on specific areas of the Plan), the bullet points raised by Jane Stimpson of DMBC during her visit with English Heritage to the village, an update re. the grant application, the timescales for moving forward and the Terms of Reference. It was RESOLVED that LMC also draft the Terms of Reference for the same. It was RESOLVED that both these draft documents be circulated to all Councillors for their approval and, once sought, LMC to contact all the volunteers with a view to holding this initial meeting/presentation within the next two weeks.

Action: LMC/All

LMC informed the meeting that he had applied for a grant from Locality (UK) Limited in the amount of £1,550 to assist with initial costs and was awaiting their decision.

8 Parish Councils' Joint Consultative Committee (PCJCC)

- 8.1 Attendance at future meetings – It was RESOLVED that LMC continue to attend these meeting reporting back on relevant issues as he thought fit. **Action: LMC**
- 8.2 Roadside Memorials and Tributes – LMC to respond to the PCJCC stating the Council's support for a Council Policy rather than just following the guidance provided by the Police. The main point to be raised was to be that any Roadside Memorial should not be too obtrusive and it should be restricted in size so as not to cause a distraction to other drivers whilst passing the same. Also, Tributes should be removed after a stipulated period of time. **Action: LMC**

9 To receive and consider any correspondence received

- 9.1 Letter from Diocese of Hallam re. the gates at St. Anne's – this was purely confirmation of his telephone conversation with the Clerk as reported at the last meeting. It was RESOLVED to follow this up in 3 months' time. **Action: WN**
- 9.2 Email correspondence list – LMC ran through the list of correspondence already circulated by the Clerk via email since the last meeting. No further action was required.

10 Events Committee – Minutes of meetings of 26 March, 9 April, 23 April and 7 May 2013.

It was RESOLVED that all these Minutes be accepted. All agreed that this Committee was very capable and were doing a sterling job.

11 Planning Application

No objections were raised re. the notice to fell one False Acacia tree (being situated within the Burghwallis Conservation Area) as long as a new tree was planted to replace it. WN to write to DMBC to this effect. **Action: WN**

12 Any Other Business

Grit tub at the bottom of Scorchers Hills Lane - LMC to email Lisa Swainston at DMBC to obtain a cost for replacing this. All agreed that this was necessary as, in winter, it is very dangerous trying to pull up at this junction when the roads are icy. LMC to also try to find out what happened to the old one. **Action: LMC**

Pinfold - KW informed the meeting that she had received a number of volunteers for raking, levelling, clearing and seeding the Pinfold area. She also pointed out that the people living near to the Pinfold had agreed to strim the area and water the seeds. LMC, however, was worried that the area would soon again be covered in weeds and was of the opinion that the area should be turfed. After much discussion, it was agreed to do nothing at this moment in time and that the area should be managed/kept tidy by the volunteers as best they could. One area of discussion was to set up a Pinfold Committee in order to raise funds to take care of this area so that it would no longer be the responsibility of the Council. All to consider this proposal for further discussion at the next meeting. **Action: All**

13 Date, time and venue of the next meeting.

7.00 pm Tuesday 18 June 2013 in The Burghwallis Public House.

Signed as approved: Date:
Cllr. L M Coupland OBE
Chairman

Signed as approved: Date:
Cllr. K Walters
Vice Chairman