

## **BURGHWALLIS PARISH COUNCIL**

### **MINUTES OF THE BURGHWALLIS PARISH COUNCIL MEETING HELD AT 19:00 HOURS ON TUESDAY 26 FEBRUARY 2013 AT THE BURGHWALLIS PUBLIC HOUSE, BURGHWALLIS**

**Present:** Chairman: L M Coupland  
Vice Chairman: G Laming  
Councillors: K Walters  
E Bell  
Clerk: W Nicholls  
+ One member of the public

#### **1 Apologies**

No apologies were received.

#### **2 Minutes of the last meeting (8 January 2013)**

It was RESOLVED that the minutes of the meeting held on 8 January 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 still to provide a photograph of The Burghwallis for use on the website.  
**Action: LMC**
- LMC to chase DMBC with reference to cutting the grass around the village signs.  
LMC to report at next meeting. **Action: LMC**
- WN had sent off the grant application for the new village notice board and signage to the Pinfold and had received an acknowledgement of the same saying that a decision would be made within 30 days. **Action: WN**
- GL had attended the Askern Safer Neighbourhood meeting although the main issues covered were only relevant to Askern. Nothing was reported for Burghwallis.
- Bulb planting – GL reported that no free bulbs were available. This matter to be placed on the agenda of the September Council meeting for discussion/ plan of action. **Action: WN**
- The date for the Annual Village Fete had been changed to 21 July 2013.

#### 4 Appointment of a new Councillor

The Casual Vacancy Notice had been displayed with a closing date of 5 pm on 8 March 2013. Brenda Grimes had expressed her interest in becoming a Councillor although she had informed the Clerk that should anyone else want to be nominated she would step down in order to spare the Council the expense of an election. The only other person who had shown an interest was Malcolm Musgrove. After discussion it was RESOLVED that those who had shown an interest in becoming a Councillor should be invited to the next Council meeting so that, should there only be one, they could be co-opted there and then. KW to speak with MM in order to confirm his interest. WN to contact DMBC after 8th March to see if there are any other responses. WN to invite interested parties to next meeting in due course.

**Action: KW / WN**

#### 5 Neighbourhood Plan

- 5.1 It was RESOLVED that the minutes of the Village Meeting held on 7 February 2013 be approved as a true and correct record. WN to send a copy to the Ward Councillors.

**Action: WN**

LMC confirmed that Councillors should inform villagers that if they are concerned about any mud on the road, they should take photographs and send them to the DMBC for the DMBC to follow up. LMC commented that there was nothing of any concern at the moment.

A meeting had been scheduled for 9.30 am on Monday 4 March 2013 with Jane Stimpson, Planning Policy Manager, DMBC. All Councillors to attend. This was basically to report back to her following the Village meeting and to receive any advice re. the way forward. LMC proposed that following this meeting a meeting should take place with the six individuals who had expressed an interest in assisting with the Neighbourhood Plan at the Village meeting (i.e. B and R Grimes, A Owens, E Haddock, K Heath and M Musgrove). LMC to decide the date for this.

**Action: All**

LMC proposed taking photographs of all aspects of the village in readiness for the next stage of the consultation which would probably be in the form of an exhibition of information held at The Burghwallis over the course of a week or so thus allowing everyone to attend, especially those who were unable to attend the Village meeting.

**Action: All**

#### 6 Organise Volunteers' Programme

**Litter Picking** – LMC reported that, due to Health and Safety issues, DMBC were unable to assist with this task. They are however willing to provide equipment (i.e. 10-12 hand litter pickers, black bags and gloves plus a generic Risk Assessment). LMC to contact Claire Hayes at DMBC to obtain the same.

**Action: LMC**

It was RESOLVED that the dates for the Litter Picking exercise will be:

Saturday 16 March 2013     Abbe's Walk  
                                         Burghwallis Road and Burghwallis Lane

Saturday 23 March 2013     Grange Lane to Skellow  
                                         Scorchers Hills Lane

LMC to contact B Grimes, A Owens, V Bryant, D Ezard, J Murray and D Hudson.  
KW to contact B Hudson, D Haddock, H and J Offerman, C McNeil and T Bayley.

LMC to put a notice on the Village Notice Board. WN to post a notice on the website.  
**Action: LMC/KW/WN**

## **7 Financial Matters**

- 7.1     The bank reconciliation to 22 February 2013 was agreed and accepted.
- 7.2     The Clerk's expenses to 26 February 2013 were agreed and accepted.
- 7.3     It was agreed and accepted that £20 replenish the Petty Cash.

## **8 To receive and consider any correspondence received**

- 8.1     Letter received from Stuart Hanlon re. the gates at St Anne's - WN to remind the Ward Councillors to follow this up. Also, WN to write a letter to Mr Hanlon to see what further action the Trustees have taken with regard to them applying for funding etc. **Action: WN**
- 8.2     YLCA E-Information Bulletins and White Rose Update – for information only. No action required. It was RESOLVED that, in future, these bulletins should only be sent to Councillors via email with a list of the same accompanying the agenda of the next meeting only. **Action: WN**
- 8.3     Letter to the Planning Office re. Holme Farm. WN confirmed that she had forwarded GL's email outlining the only objection, i.e. the use of heavy lorries to the site during the construction process.
- 8.4     Email from DMBC re. ownership of the trees along Grange Lane. WN to write to Tim Bryant to ascertain who owns the trees on the land on the right hand side from the junction of Old Village Street to Abbe's Walk i.e. those trees on the 6 foot strip between the property boundary walls and the road. **Action: WN**

## **9 Any Other Business**

- 9.1     Squirrel Wood – GL and KW had attended a meeting on 13 January and had found it, overall, informative. The Squirrel Wood Campsite Committee are keen to keep up relations with the Council and are happy to assist with the Annual Village Fete. GL plus D Ezard and J Murray of the Events Committee to attend the next meeting due on 21 February. **Action: GL**

- 9.2 Website – Simon at DVD and Media had requested that he be paid a retainer of £10 per month for his continued assistance with the website. This to be reviewed at six monthly intervals. All agreed that this was acceptable. KW to arrange. **Action: KW**
- 9.3 Society of Local Council Clerks – The Clerk reported that much of the information she received was duplicated by the YLCA and therefore she didn't think it was necessary to re-join for the 2013/14 period. The Clerk confirmed that she would now be attending the two day Working With Your Council training course that was postponed last year on 9<sup>th</sup> and 23<sup>rd</sup> April 2013. **Action: WN**
- 9.4 Landlady's request to keep her horse on the Poor's Field with Mrs Howells' horse – After discussion it was RESOLVED that this should not be allowed as it was thought that the Poor's Field was not adequate to house another horse. Besides, LMC informed the meeting that there is a 'no sub-contracting' clause within Mrs Howell's contract. KW to inform the landlady of the Council's decision. **Action: KW**
- 9.5 Outsourcing of the Payroll – In order to ensure compliance with HMRC's Real Time initiative, LMC requested that the services of a Payroll Agent be engaged. The Council had been approached by Diane Malley, a registered HMRC agent specialising in this regard and offering her services for £40.50 for the first year, £45.00 for following years. It was agreed unanimously that this be accepted. LMC to set up with Mrs Malley **Action: LMC**
- 9.6 Minutes of the Events Committee – In order to comply with our insurance obligations (i.e. the Events Committee being covered by the Council's Professional Indemnity Policy), the Minutes of the Events Committee meetings have to be approved by the Council. To this end, the Clerk to include "Approval of Events Committee Minutes" on all future Council meeting agendas. **Action: WN**

## 10 Date, time and venue of the next meeting.

The Poor's Field Meeting is to be held at 7.00 pm on Tuesday 26 March 2013 in The Burghwallis Public House followed by The Playing Field Meeting at approximately 7.15 pm and the Burghwallis Parish Council Meeting following that at approximately 7.30 pm.

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

Signed as approved: ..... Date: .....  
**Cllr. G Laming**  
**Vice Chairman**