

**BURTON-CUM-WALDEN PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON**  
**TUESDAY, 2 MAY 2023**

The Annual Parish Council meeting was held in the Village Hall, West Burton on Tuesday, 2 May 2023

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

Also attending: One resident of the Parish regarding Item 12

**1. Election of Chairman**

Councillor Victoria Whitehead proposed and Councillor Sally Sahin 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**

There were no apologies, all the members being present.

**3. Declarations of interest**

There were no declarations of interest

**4. Minutes**

The minutes of the Parish Council meeting held on 4 April 2023, 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:

- Internal audit
- Emergency generator
- 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
- RDC Upper Dales Area Partnership Board – 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).

**RESOLVED:** That the Certificate is approved and should be duly signed by the Chairman and the Responsible Financial Officer and forwarded to the external auditors

## **10. Coronation lunch, 7 May 2023.**

The Council discussed the arrangements for the Coronation lunch on Sunday, 7 May. The Clerk confirmed that an order had been placed with the Royal Mint for 25 commemorative £5 coins to be distributed to children in the Parish of 16 years of age or under.

**RESOLVED:** That a cheque for £371.50 should be signed in payment for the coins, but that three more coins were required and should be ordered

## **11. Consultation request on holiday lets**

The Councillors considered a consultation request from the Government on the registration of holiday lets. It was anticipated that the proposal that planning permission would be required to make a dwelling into a holiday let would limit the numbers in popular locations and ensure the quality of the lets.

**RESOLVED:** That the Council agreed with these proposals and asked the Clerk to respond to the consultation accordingly

## **12. Request for a drive across the Green to Low Wood**

Councillors heard representation from Mrs Karen Chapman, on behalf of the Chapman family for the installation of a drive across the Village Green to Low Wood, High Green, a property inherited by the members of the Chapman family following the death of Mrs Margaret Chapman.

**RESOLVED:** That, after consideration of the implications and practicalities of a drive across the Green at this point, a site meeting should be held sometime in the weeks following the May Fair on 29 May

## **13. Cavey Garth**

The Clerk reported that due to the Easter break and the recent bank holiday, she had not been able to get in touch with anyone at Sanctuary Housing to discuss Cavey Garth. Councillors noted that there was now a vacancy at 3, Cavey Garth and that a request to fill the vacancy had been received from a local person.

**RESOLVED:** That after the Coronation weekend, the Clerk should renew attempts to contact the management of Sanctuary Housing and that this matter should be brought forward to the next meeting

## **14. Risk assessment for the Coronation lunch**

Councillors considered a risk assessment for the lunch which had been circulated before the meeting.

**RESOLVED:** That the risk assessment is accepted and approved.

## **15. Risk assessment for the May Fair and related matters**

Councillors considered a risk assessment for the May Fair on Monday, 29 May, which had been circulated before the meeting. Various matters concerning the Fair were also considered. The Clerk confirmed that a cheque for £144.83 had been issued to Mr Michael Swan for the purchase of bunting for both the Coronation and the May Fair.

**RESOLVED:** That the risk assessment is accepted and approved

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

Councillors considered matters arising from the Annual Parish Meeting which had been held on Tuesday, 25 April 2023. The Clerk reported that she had received a box of copies of the Blue Books from Mrs Julie Greenslade, following her talk at the meeting. Councillors considered how they should be distributed. The Clerk tabled draft copies of the minutes of the meeting for the Councillors' consideration.

**RESOLVED:** That the books should be put out in the Village Hall during the Coronation lunch, that the minutes of the meeting are approved and should be published in draft form on the website, and that there were no other matters arising from the meeting

## **17. Invoices**

Cheques for the following invoices had been signed earlier.

- Stationery (stamps) - £21.00
- West Burton Village Hall rental - £15.00
- J W Alderson & Sons - £71.00 (VAT £11.84)

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

Councillors noted the dates of future meetings and reports of meetings attended. In particular, the Chairman, Councillor David Dent and the Clerk reported on their attendance at a meeting of the Parish Council Forum on the Local Plan, on Thursday, 27 April, chaired by County Councillor Yvonne Peacock, to discuss the sixth consultation on the Local Plan concerning development boundaries. Councillors considered a draft submission that had been drawn up after the meeting.

**RESOLVED:** That the Council endorsed the submission but would submit its own response which should include specific instances where Councillors considered the proposed boundary around West Burton precluded development of housing in in-fill sites or places where parking could be created, and where the boundary omitted farm buildings which could be developed into dwellings.

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

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

- Council training

There being no further business, the meeting closed at 9.45 pm

Date of the next meeting, **Tuesday, 6 June at 8.00 pm** in the Village Hall.

Chairman: *J O Ritchie*

Date: 6 June 2023