



## BARDSEY CUM RIGTON PARISH COUNCIL

**Minutes of the Meeting of Bardsey Cum Rigton Parish Council held on**  
Wednesday 27<sup>th</sup> September 2023 at 7.00 pm in the Village Hall.

**Commenced: 7.00 pm**

**Concluded: 9.20 pm**

Present: Cllrs Stentiford (Chair), Bosomworth, Denby, Hoyland, Jackson, Osborne, Tatman, 2 members of the public.

Clerk: V. Forbes

### **2324/049 Introduction from the Chairman**

Cllr Stentiford opened the meeting and welcomed 2 members of the Tennis Club.

### **2324/50 Public Participation**

Two members of the tennis club attended the meeting to discuss the future of the tennis club and also the resurfacing of the tennis courts for which they are looking to raise £17k funding.

### **2324/51 To receive any apologies and approve reasons for absence**

Apologies were received from Cllrs Flockton and Ward. Reasons were approved.

### **2324/52 Declaration of Interest**

- a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests
- b) To receive, consider and decide upon any applications for dispensation

There were no declarations of interest or applications for dispensation.

### **2324/53 To confirm the minutes of the council meeting held on 19th July 2023 as a true and accurate record.**

This was confirmed and the minutes signed.

### **2324/054 Financial matters**

- a) To approve the schedule of payments (Appendix 1) **Approved.**
- b) To approve the bank reconciliation and budget comparison up to 26<sup>th</sup> Sept 2023 (Appendix 2) **Approved.**
- c) To consider and agree to appoint R. Pearson as the internal auditor for the 2023/24 fiscal year at a cost of £180.00.

**Resolved** to appoint R. Pearson as the internal auditor for the 2023/24 fiscal year.

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2324/055 To receive an update on the following ongoing issues and decide further action where necessary:**

a) Village meeting place (KO)

Quotes have been received from 3 providers. A £4.5k grant application has been made to the S106 fund. It was agreed the table tennis table would be moved next to the exercise bike at Park Field where it will be in a sheltered location.

b) SIDS (MB)

There are still problems retrieving the data from 2 SIDS. The A58 South Bound SID continues to work intermittently. This will again be reported to Cllr Robinson. The following data was submitted post meeting:

Direction of Travel	Start Date	Start Time	End Date	End Time	Number Vehicles	Percent >30mph	85 <sup>th</sup> Centile	Max. Speed
North	21/08/2023	18:00	29/09/2023	18:00	52,589	35.8	34	80
South	26/09/2023	16:00	29/09/2023	19:00	12,294	52.9	35	58
West	25/07/2023	19:00	27/09/2023	19:00	46,091	18.6	31	69
East	05/08/2023	20:00	27/09/2023	19:00	51,820	38.3	34	74

Southbound SID was displaying 118mph regularly throughout this period and so this data is highly suspect.

c) Allotments (MB)

LCC have been emailed to confirm that writing to the allotment holders was the only way to communicate with all three and to suggest that all parties meet at the allotments. LCC have not yet replied to that email.

d) Highways (BH)

A58. A meeting has been arranged with Martin Beaumont, Environmental Action Officer, to assess the situation and whether any action can be taken with regard unstable/fallen trees on the old railway line bordering the A58 and properties on Cornmill Lane. The pooling by the bus stop has been reported to LCC. The foliage overhanging the A58 footpaths has still not been addressed. It was agreed to contact Cllr Ryan Stephenson for an update on progress.

Keswick Lane Crossing. A recent meeting took place with Chris Proctor from LCC, Cllr Matthew Robinson, a parent from Bardsey School and the clerk. It was agreed that extra measures were required including painting the crossing road surface red and adding yellow painted road signage on both sides of the crossing. In the longer term, further data is required including traffic and speed counts to achieve a more permanent solution.

Rigton Bank. Still outstanding.

Bingley Ginnel. The hedges bordering the ginnel are overgrown. It was agreed to ask LCC to contact the landowner to address the problem.

e) Possibility of bridleway/footpath on field bordering A58 (DD)

Nothing to Report

f) Village Pond (MB)

Moorhens are seen periodically. A resident has suggested that an overhanging tree branch should be removed as he has seen children climbing on it. It was agreed to leave the branch in situ. Lilly pads are now the dominant plant life, but these will die back in winter so there is probably no need to do any remedial work in the pond. A resident has been in contact to say that the unofficial grass cutter has possibly moved and wanted to know when the grass was going to get cut. It was agreed to write to all residents and state the grass is cut and graded by the BPC contractor. Since the recent utilities contractor has completed works, it is necessary to check the pond outlet drain still operates correctly.

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g) PACT Meeting (DD)

The Clerk attended a recent meeting and circulated notes prior to the meeting.

h) Active Travel group (MB)

Nothing to Report.

i) Road crossing on A58 near Mill Lane (BH)

Prior to the meeting an email was received from Cllr Robinson proposing that if BPC part funded a road crossing with £5k, LCC Highways would match fund and stand any extra cost. BPC agreed to this proposal subject to being involved in deciding the correct location.

j) Tennis Club – to discuss the tennis court resurface and the possibility of a grant award to the Tennis Club.

As reported in item 50, two representatives of the tennis club were present at the meeting to discuss a grant towards the cost of resurfacing the tennis courts. A decision was delayed until the next meeting as further information was required. It was also reported that the lease has still not been registered. It is believed the land registry documents are with Hart Law.

**2324/056 To receive an update on the following standing agenda items and agree any necessary action:**

a) Park Field (MW)

As previously mentioned, the table tennis table is to be moved to the site of the exercise bike.

b) Playground (MW)

The Cantilever swing requires a new bearing. Cllr Osborne offered to look for a website specialising in playground spare parts.

c) Sports Club (MB)

The recent Gala was a success, but was hard work for the small group that prepared, took part and cleared up afterwards. The main organiser does not want to take the lead next year because it was a large obligation. After some debate the Gala will once again go ahead on Spring Bank Holiday Monday. Other fundraising events are being considered and a Business Planning Group has been established to try and ensure that the club is financially secure going forwards. Thanks to both Cllr Ward and Cllr Hoyland for their help on the day.

d) Bardsey Field (JJ)

East Keswick Wildlife Trust have held stands at the recent Gala and Green Fayre. The Green Fayre was more successful due to better location and weather. Lots of positive feedback received. Activities for children were well attended and the children had many ideas for the future of the field. Dog walking divides opinion. The Post Graduate student has started work on the wetland area. The Under Graduate student will start work this term canvassing the village. It is proposed that the gate on Woodacre Lane will be the main entrance to the field. The next meeting for EKWT is 17th October.

e) Local Care Partnership Development (MB)

Nothing to report.

f) Bardsey cum Rigton Neighbourhood Plan (ES,DD,LF)

A recent meeting took place with Ian McKay from LCC. The presentation was forwarded to councillors prior to the meeting. It was agreed to form a working group.

**2324/057 To consider matters requested by councillors/Clerk and agree any necessary action:**

a) To update councillors on their duties for the use and secure storage of the Electoral Roll and with respect to GDPR.

It was agreed that only the clerk would hold the electoral roll on the clerk's laptop which is encrypted. Councillors can request any data from the electoral roll that is necessary to perform their

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duties from the clerk. Cllr Osborne informed the meeting that adding the text 'internal-distribution-only' to an email ensures that the email remains within the Parish Council communications.

### 2324/058 Planning matters

a) To consider and decide upon the following applications:

Application Ref	Address	Proposal
23/05125/FU/NE	5 Second Avenue	Demolition of existing detached bungalow and garage; erection of new detached dwelling and garage. <b>Object</b>
23/05219/FU/NE	Rosehurst Margaret Avenue	Retrospective application for detached garden room including raised decking area with balustrade above to rear. <b>Object</b>
23/04969/CLP/NE	1 Tithe Barn Lane	Certificate of Proposed Lawful Development for 6 solar panels on the existing extension. <b>No Comment.</b>
23/05383/FU/NE	Rock Dene, Rigton Bank	Lower ground floor level extension with balcony and glass balustrade above. <b>Object</b>
23/05406/FU/NE	10 Castle Grove	Alterations including single storey front extension. <b>Neutral</b>
23/05371/FU/NE	The Old Vicarage The Ginnel	Alterations including single storey side extension to lower ground floor; conversion of garage to habitable room. <b>Neutral</b>
23/04247/FU/NE	15 Albans Close	Retrospective application and alterations including raising the roof height of the garage and conversion of garage to form habitable rooms. <b>Neutral</b>

b) To note decisions made by LCC:

i. Approvals

23/03054 11 Congreve Way

23/02673 11 Congreve Way

22/06985 Plot adjacent to 12 The Dell

ii. Refusals

23/04154 Stone Gap, Mill Lane

23/02973 18 Wayside Mount,

iii. Appeals

### 2324/059 To adopt the following policies and procedures:

a) Grant Award Policy

To be agreed and adopted at the next meeting.

### 2324/060 To consider correspondence received and agree any necessary action

None received.

### 2324/061 To receive an update from Parish Councillors

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Planned celebrations for the 500 year anniversary of Kisdorf (twinned with Bardsey) have been put on hold due to a spending freeze by their local authority. It was agreed to respond to a recent letter from Kisdorf.

**2324/062 To notify the clerk of matters for inclusion on the agenda of the next meeting**

To discuss the proposed amendments to the X99 bus timetable and route.

**2324/063 To confirm the date of the next meeting as 18<sup>th</sup> October 2023 at 7pm**

The next meeting on 18<sup>th</sup> October 2023 at 7pm was confirmed.

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Schedule of Payments

August 2023

Below is a list of payments approved:

Payee	Details	Amount
V Forbes	Salary - August	£744.73
HMRC	PAYE & NI August	£96.91
NEST	Pension Contribution	£22.60
Biffa Waste Disposal (DD)	Waste collection at Sports Club	£77.15
CLlr G Tatman	Expenses (Creosote)	£5.93
BK Growers	Plants	£60.54
V Forbes	2 x Printer Ink Cartridges	£33.70

## Schedule of Payments

September 2023

Below is a list of payments approved:

Payee	Details	Amount
Biffa Waste Collection	Quarter charge (DD)	193.44
Biffa Waste Collection	Monthly charge (DD)	77.15
GGs Groundcare Ltd	¼ Garden Maint, Grass Cutting, Dog bins.	2235.00
Bradford Community Payroll	¼ Payroll Fees	36.00
V Forbes	BT Wi-fi August	8.29
BT	Wi-fi	52.98
North Yorkshire Council	11 MS Business Licences Annual Renewal	724.02
North Yorkshire Council	Annual Internet Core Charge	120.00
North Yorkshire Council	<a href="http://www.bardseyparishcouncil.gov.uk">www.bardseyparishcouncil.gov.uk</a> renewal	67.20
V Forbes	Salary	744.93
HMRC	Tax and NI	96.71
NEST	Pension Contribution (DD)	22.60

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## Appendix 2

### Financial Report

#### Bank Reconciliation

Prepared by: Victoria Forbes, Responsible Finance Officer

Date prepared: 26<sup>th</sup> Sept 2023

Balance as per bank statement at 26<sup>th</sup> Sept 2023

BANK STATEMENTS		
Community Account as at 26 <sup>th</sup> Sept 2023	£64,610.68	
Business Premium Account 30094013 as at 26 <sup>th</sup> Sept 2023	£2,550.36	
Business Premium Account 10750816 as at 26 <sup>th</sup> Sept 2023	£15,531.74	
Total		£82,692.78
Unpresented payments from 2021/2022	£10.00	
Closing balance as at 26 <sup>th</sup> Sept 2023		<b>£82,682.78</b>
CASH BOOK		
Opening balance as at 1st April 2023	£50,910.60	
Add receipts (Precept £40,729, Sign refund £250.00, LCC MICE Grant £1,500, Interest £85.84, Rent £525.00 VAT £1320.78)	£44,410.62	
		£95,321.22
Payments to date	£12,638.44	
Cash book closing balance as at 26 <sup>th</sup> Sept 2023		<b>£82,682.78</b>

#### Financial Update

The table below shows the Parish Councils expenditure to 18<sup>th</sup> July 2023 against the budget.

Budget Heading	2023-2024 Budget	2023 -2024 Current expenditure
Clerk Salary	11500	5111.77
Clerks'/Cllrs' Expenses.	100	86.65
Gen. Admin.	300	99.00
Audit	500	189.00
Subscriptions/Membership	850	726.59
Playground	1000	
Park Field	2000	801.50
Grants	5000	
Asset Maintenance	1000	60.00
Village Hall	1500	643.85
IT	1000	37.00
Flower tubs	150	50.45
Insurance	1300	1401.87
Grass Cutting	5000	1875.00

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Remedial work in village	2000	
Coronation	133.81	133.81
Public Rights of Way project	3000	
Information Board	500	250.00
WI FI	300	
General reserves	10000	
Earmarked reserves	15000	
<b>Total</b>		<b>£11,466.49</b>

Please note: The difference to the expenditure amount on the bank reconciliation is due to the VAT

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_