



Linton Parish Council

**Minutes of the Annual Parish Council Meeting held on
Monday 17th May 2021 at 7.30 pm in the Anderton Memorial Institute**

Present: Cllr Midgley (Chairman), Cllr Boothman, Cllr Metcalfe, Cllr Oakes, Cllr Stewart

Also in attendance: L Coverdale, Parish Clerk

2 members of the public

1. To elect the Chairman of the Council

It was proposed by Councillor Boothman, seconded Councillor Oakes and RESOLVED that Councillor Midgley be elected Chairman for 2021/22. (*unanimous*)

2. To receive a signed Declaration of Acceptance of Office from the Chairman

Councillor Midgley signed a Declaration of Acceptance of Office

3. To receive signed Declarations of Acceptance of Office from all newly elected Councillors

Signed Declarations of Acceptance of Office were received from all Councillors.

4. To receive apologies for absence.

a. To receive apologies for absence given in advance of the meeting

There were none

b. To consider the approval of reasons given for absence

There were none

5. To receive any declarations of interest under the Council's Code of Conduct.

There were none

6. To approve the minutes of the meeting held on 15th March 2021 as a true and correct record.

Proposed by Cllr Oakes Seconded by Cllr Stewart

It was RESOLVED that the minutes of the meeting held on 15 March 2021 be approved and signed as a correct record of the meeting. (*unanimous*)

7. To receive information on the following on-going issues and decide further action where necessary.

a. Registration of the Village Green

The Clerk advised that this is on-going. The last update advised that the registration was with the Land Registry.

b. Registration of the Lanes

The Clerk updated the Council that she was waiting for a response from the solicitor.

c. Linton Camp – update re conditions of construction

The Clerk advised that this was still ongoing and was asked obtain a further update.

d. Linton Falls – Increase of visitors

Cllr Midgley advised that the traffic cones had been put out for the first long weekend but visitor numbers had been low and that the cones would be put out during busy summer periods. Cllr Boothman asked if permanent storage had been found for the

cones. It hadn't and Cllr. Boothman will investigate possible solutions. Cllr Stewart updated the Council that the defibrillator at Linton Falls was now operational.

e. Community Wellness

Cllr Oakes had recently attended a Citizens Advice Event which had been informative and would circulate the notes from this.

f. Plantation Regeneration

Information from the National Parks regarding suitable tree planting had been circulated to the Councillors by the Clerk. A member of the public was invited to speak by the Chairman and asked if there was any land available along Lauradale Lane for tree planting. It was advised by the Council that the land there was private whereas the Plantation was available for the activity and would benefit from some new trees. It was agreed that the Parish would re-plant the plantation area with a variety of saplings as advised by the National Parks arboreal officer. Purchase and planting of the trees to be agreed at the September meeting.

g. One Way System from Great Bank past Threshfield School – updates

The Clerk advised that she had received verbal information from Threshfield Parish Council that they were working with the school to increase awareness of the voluntary one way system.

h. To consider summer maintenance

- i. Fence / railings on Well Lane - Cllr Midgley advised that he would contact a contractor regarding this and advise the outcome at the next meeting.
- ii. Dog waste bin post - Cllr Midgley advised that he would also contact a contractor regarding this and advise the outcome at the next meeting.
- iii. Clapper bridge – the Clerk was asked to contact the National Parks to see if there was any conservation advice available.
- iv. Verges – the cutting of the verges was discussed. Cllr Boothman advised that the verges contain wild flowers and English Nature advise to cut after the 15 July the Parish Council agreed to defer the cutting of the verges until mid September. It was also agreed extend the cutting of the verges to the bus stop on the B6106. Also, Cllr. Metcalfe advised that he would contact a contractor to undertake the work and advise the outcome at the next meeting.
- v. Mess around the letter box – this is also around the telephone box. Cllr Oakes advised that she will contact a contractor regarding tidying this up after the birds have left and advise the outcome at the next meeting.
- vi. Telephone box – the Clerk was asked to contact BT regarding the missing pane of glass.

8. To consider the following Planning Application: (Any applications received by the clerk after publishing the agenda will be tabled at the meeting)

Under standing order number 10 this item was brought forward and discussed in position 7 on the agenda

a. Ref C/50/83C Brows View, Little Village Road, Linton

Full planning permission for change of use of existing detached garage to holiday let. The Council agreed that the following be submitted to Planning by the Clerk

- Following the Parish Council meeting on Monday 17th May 2021 I can advise that the Parish Council does not support this application. The Council consider that the glazing to the front elevation (replacing the garage door) is excessive and out of character for the conservation village of Linton. The Council is also concerned about the impact of parking at the property, and are concerned that this would set a precedent for the future.

b. Ref C/50/83D/LB Brows View, Little Village Road, Linton

Listed building consent for change of use of existing detached garage to holiday let. The Council agreed that the following be submitted to Planning by the Clerk

- Following the Parish Council meeting on Monday 17th May 2021 I can advise that the Parish Council does not support the proposed change of use from detached garage to holiday let.

9. To receive the following planning decisions:

- a. None received

Cllr Boothman left the meeting at 8.15 pm

10. Financial Matters:

- a. **To report payments made between meetings** (Annex 1: Finance Report)

The April staffing costs had been paid and the payments below made. These were approved.

Payments since last meeting : Year 2020-21

Cheque No	Payee	Details	TOTAL COST
100326	ZOLL Medical UK Ltd	Defibrillator for Linton Falls	£1,560.00
100327	Cloud1 Computing	IT support - laptop	£160.00

Payments since last meeting : Year 2021-22

Cheque No	Payee	Details	TOTAL COST
100328	SLCC Membership	Membership subscription	£95.00
100329	YLCA Membership	Membership subscription	£57.00
100330	Clare Smith	Internal Auditor	£50.00
100331	Harrison & Cross	Installation of defib at Linton Falls	£180.00
100332	E. ON	Electric supply	£66.26

- b. **To approve accounts for payment** (Annex 1: Finance Report)

It was resolved that to pay the staffing costs for May and the following payment, for which the invoice was received on 17/05/2021 (*unanimous*)

Cheque No	Payee	Details	TOTAL COST
100335	Craven District Council	Elections Expenses	£536.10

- c. **To report receipts since last meeting** (Annex 1: Finance Report)

The following receipts were reported

Payee	Details	TOTAL AMOUNT
Northern Powergrid	Wayleave payment	£4.60
CDC	Precept	£2,875.00

- d. **To receive finance report from Responsible Finance Officer** (Annex 1: Finance Rep) The Responsible Finance Officer reported an account balance of £4,439.87 at 12/05/2021

- e. **To receive a statement of the Council's end of year accounts for 2020/2021**

A statement of the Council's end of year accounts for 2020/21 was received, with an opening balance of £2,715.18 and the year-end balance at 31 March 2021 of £2,620.05

- f. **To receive and consider the Internal Audit report for 2020/2021**

The feedback from the Internal Auditor was considered by the Council and no further action was required.

- g. **To review system of Internal Control Measures and approve the Statement of Internal Control Measures for 2020/2021**

The Council considered its system of internal control and RESOLVED that it was adequate for the purposes of the Council. It was RESOLVED to approve a Statement of Internal Control Measures for the year ending 31 March 2021 and to follow the same system of internal control for 2021/22 financial year. (*unanimous*)

11. Annual Audit

- a. **To certify Linton Parish Council as exempt from external audit for fiscal year 2020/21**

Proposed by Cllr Oakes, Seconded by Cllr Stewart

RESOLVED that Linton Parish Council is exempt from external audit for the year 2020/21 as its annual turn-over does not exceed £25,000. *(unanimous)*

b. To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21

Proposed by Cllr Oakes, Seconded by Cllr Stewart

RESOLVED that Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 be noted. *(unanimous)*

c. To approve Section 1 - Annual Governance Statement 2020/21 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.

Proposed by Cllr Oakes, Seconded by Cllr Stewart

RESOLVED that Linton Parish Council approve Section 1 Annual Governance Statement 2020/21 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21. *(unanimous)*

d. To approve Section 2 - Accounting Statements 2020/21 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21

Proposed by Cllr Oakes, Seconded by Cllr Stewart

RESOLVED that Linton Parish Council approve Section 2 - Accounting Statements 2020/21 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21. *(unanimous)*

e. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities

Proposed by Cllr Oakes, Seconded by Cllr Stewart

RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Linton Parish Council will publish the following documents on a public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2020/21,
- Section 1 – Annual Governance Statement 2020/21,
- Section 2 – Accounting Statements 2020/21, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2021
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015

(unanimous)

A member of the public left the meeting at 8.28 pm

12. To consider and adopt the following Council policies and procedures:

a. Financial Regulations

Proposed by Cllr Metcalfe, Seconded by Cllr Stewart

RESOLVED to adopt the Financial Regulations as circulated. *(unanimous)*

b. Financial Risk Assessment

Proposed by Cllr Metcalfe, Seconded by Cllr Stewart

RESOLVED to adopt the Financial Regulations as circulated. *(unanimous)*

c. Asset Register

Proposed by Cllr Metcalfe, Seconded by Cllr Stewart

RESOLVED to adopt the Asset Register as circulated. *(unanimous)*

13. Matters requested by Councillors

Under standing order number 10 this item was brought forward and discussed in position 8 on the agenda

a. Remembrance Service - Cllr Oakes

Cllr Oakes advised that Cllr Boothman had undertaken some work on this. Cllr Boothman advised that, assuming Covid restrictions allowed, it would be fitting to hold a remembrance service in the summer so local villagers could pay their respects to those lost during the pandemic. Cllr Boothman would liaise with the Vicar and give access to a suitable field near the church to allow for a marquee and give space for social distancing. Threshfield, Hebden and Grassington Parish Council's were to also be contacted. The provisional date was Sunday 11th July 2021.

b. **Glasses on the Village Green** – Cllr Midgley

Cllr Midgley advised that he would meet the manager to assess whether the pub would be willing to cover the insurance implications associated with the use of drinking glasses outside. If suitable insurance were agreed this would reduce the level of plastic usage and the associated environmental impact. It was agreed that Cllr Midgley should arrange to meet the manager to discuss.

14. Matters requested by the Clerk

- a. **Register of interest forms** – the Clerk requested that these are completed and returned as they are required to be sent to Craven District Council.

15. To discuss correspondence received & decide further action if required

- a. Parish Liaison - Planning Development Session - Wednesday, 24 March 2021 received from CDC - circulated via email 17/03/2021 - NOTED
- b. Swinden Quarry Natural Environment Fund Annual Report 2020 received from YDNP – circulated via email 18/03/2021 - NOTED
- c. Code of Recommended Practice on Local Authority Publicity - Publicity during the pre election period (formerly known as 'Purdah') received from YLCA – circulated via email 18/03/2021 - NOTED
- d. New Code of Conduct produced by The Local Government Association received from YLCA – circulated via email 28/03/2021 - NOTED
- e. Parish Liaison - Planning Development Session (circulation of presentation slides) received from CDC – circulated via email 28/03/2021 - NOTED
- f. North Yorkshire Now received from NYCC – circulated via email 28/03/2021 - NOTED
- g. YLCA Remote Conference - 21 and 22 April 2021 received from YLCA – circulated via email 01/04/2021 - NOTED
- h. Umbrellas Orange and White at the Fountaine Inn received from Parishioner – circulated via email 13/04/2021 - NOTED
- i. 2021 Priority Habitat Survey within the Yorkshire Dales National Park received from YDNP – circulated via email 22/04/2021 – the Council agreed to support this and the Clerk was requested to respond to YDNP
- j. Statement of Licensing Policy Consultation received from CDC – circulated via email 28/04/2021 - NOTED
- k. Updated Code of Conduct received from CDC – circulated via email 02/05/2021 – the Council agreed to review this at the next meeting
- l. FDCMS Rural Broadband Consultation received from YLCA – circulated via email 05/05/2021 – NOTED
- m. National Park Authority Car Parks (Byelaw Consultation) received from YDNP – circulated via email 15/05/2021 – NOTED
- n. Change to Waste Collections received from CDC - circulated via email 15/05/2021 - NOTED
- o. North Yorkshire Now received from NYCC – circulated via email 15/05/2021 - NOTED

16. To receive updates on any matter (for information only) There were none

17. To consider the date of the next meeting of the Council.

It was RESOLVED that the next meeting would be Monday 21st June 2021 at 7.30 pm

The meeting closed at 8.45 pm

Public Participation: There was no further public participation