



## Linton Parish Council

### **Minutes of the Annual Parish Council Meeting held on Tuesday 16<sup>th</sup> May 2023 at 7.30 pm in the Anderton Memorial Institute**

**Present:** Cllr Midgley (Chairman), Cllr Boothman, Cllr McGuinn, Cllr Oakes and Cllr Hill

**Also in attendance:** One member of the public

- 1. To elect the Chairman of the Council**  
It was Proposed by Councillor Boothman, Seconded Councillor Hill and RESOLVED that Councillor Midgley be elected Chairman for 2023/24. (*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 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
- 4. To receive any declarations of interest under the Council's Code of Conduct.**  
There were none
- 5. To approve the minutes of the ordinary Parish Council meeting held on 28th February 2023 and the extraordinary Parish Council meetings held on 28th March 2023, 6th April 2023 and 3th May 2023 as a true and correct record.**  
Proposed by Cllr Midgley, Seconded by Cllr McGuinn and it was RESOLVED that the minutes of the ordinary Parish Council meeting held on 28th February 2023 and the extraordinary Parish Council meetings held on 28th March 2023, 6th April 2023 and 3th May 2023 be approved and signed as a correct record of the meeting. (*unanimous*)
- 6. To receive information on the following on-going issues and decide further action where necessary.**
  - a. **Linton Falls Influx of Visitors** – update  
**No access to the Falls sign** at the entrance to the Linton Falls cul-de-sac - Following a complaint regarding the wording the sign had been removed. The Council agreed to reinstate the sign with the wording "No access to the Falls" after receiving information from Highways and the YDNPA planning department and not to progress a traffic sign at this point. Should a further complaint be received, the Council would be happy to discuss with the originator.
  - b. **Registration of the Lanes** – this is on-going
  - c. **Community Asset Registration** – this is on-going
  - d. **Maintenance Updates**
    - i. **Clapper Bridge** – on-going

- ii. **Well Lane** – work on-going
- iii. **Tree work and the plantation** – Cllr Midgley will meet with a representative from the YDNPA to investigate available options

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

**None**

8. **To receive and minute the following planning applications considered by the Parish Council between meetings:**

a. **Ref C/50/115C Linton Beck Barn, Linton BD23 5HH** Householder planning permission for erection of single-storey ground floor gable roof extension to replace existing lean-to structure.

Responded with the Parish Council find the amendments acceptable and are supportive.

b. **Ref C/50/55G Linton Laithe, Linton, Skipton, BD23 5HH** Full planning permission for change of use of Linton Laithe Bed & Breakfast to 1 No. holiday let or local occupancy dwelling.

Responded with Linton Parish Council have no objections to the change of use.

9. **To receive the following planning decisions:**

a. None received

10. **Financial Matters:**

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

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

Payee	Details	TOTAL COST
Louise Coverdale	Working from home expenses	£104.00
C&J Contracting	Webber - tree work	£960.00
Louise Coverdale	Clerks expenses postage stamps	£10.47
Louise Coverdale	Clerks expenses stationery	£10.98
SLCC	Membership subscription	£112.00
YLCA	Membership subscription	£60.00
nPower	Electric Supply 01/04/22-31/03/23	£184.25

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

It was agreed to pay the following payment (*unanimous*)

Payee	Details	TOTAL COST
Clare Smith	Internal Audit Work	£50.00

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

The following receipts were reported

Payee	Details	TOTAL AMOUNT
Northern Powergrid	Way Leave Payment	£4.60
North Yorkshire Council	Precept Payment	£3,250.00

d. **To receive finance report from Responsible Finance Officer** (Annex 1: Finance Rep)

The Chairman reported an account balance of £6,507.64 at 1/05/2023.

- e. **To receive a statement of the Council's end of year accounts for 2022/2023**  
A statement of the Council's end of year accounts for 2022/23 was received, with an opening balance of £3,319.65 and the year-end balance at 31 March 2023 of £3,996.51.
- f. **To review system of Internal Control Measures and approve the Statement of Internal Control Measures for 2022/2023**  
The Council considered its system of internal control and RESOLVED that it was adequate for the purposes of the Council. It RESOLVED to approve a Statement of Internal Control Measures for the year ending 31 March 2023 and to follow the same system of internal control for 2023/24 financial year. *(unanimous)*

## 11. Annual Audit

- a. **To certify Linton Parish Council as exempt from external audit for fiscal year 2022/23**  
It was agreed that Linton Parish Council is exempt from external audit for the year 2022/23 as its annual turn-over does not exceed £25,000. *(unanimous)*
- b. **To note the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23**  
It was agreed that the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23 be noted. *(unanimous)*
- c. **To approve Section 1 - Annual Governance Statement 2022/23 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23.**  
It was agreed that Linton Parish Council approve Section 1 Annual Governance Statement 2022/23 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23. *(unanimous)*
- d. **To approve Section 2 - Accounting Statements 2022/23 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2022/2023**  
It was agreed that Linton Parish Council approve Section 2 - Accounting Statements 2021/22 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2022/2023. *(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**  
It was agreed 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 2022/23,
  - Section 1 – Annual Governance Statement 2022/23,
  - Section 2 – Accounting Statements 2022/23, page 6
  - Analysis of variances
  - Bank Reconciliation to 31 March 2023
  - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015
- (unanimous)*

- 12. To consider and adopt the following Council policies and procedures:**
- a. Financial Regulations**  
It was agreed to adopt the Financial Regulations as circulated. (*unanimous*)
  - b. Financial Risk Assessment**  
It was agreed to adopt the Financial Risk Assessment as circulated. (*unanimous*)
  - c. Asset Register**  
It was agreed to adopt the Asset Register as circulated. (*unanimous*)
  - d. Insurance Cover**  
The insurance quotes received were reviewed and it was Proposed by Cllr Midgley, Seconded by Cllr Hill and RESOLVED to proceed with a three year agreement with Zurich. (*unanimous*)
  - e. Standing Orders** - update to reflect the Government threshold increase from £25,000 to £30,000 for Contracts Finder  
It was agreed to update the standing orders. (*unanimous*)
- 13. Matters requested by Councillors**
- a. Village Green Posts** – Cllr Midgley  
Replacement posts were discussed. It was agreed to ask the Community Fund for a grant for the quote from Hartlington Fencing to supply and install 20 HC4 tannalised timber posts. (*unanimous*)
  - b. Linton Moor Lane maintenance** – Cllr Boothman  
The maintenance requirements were discussed. It was agreed to ask the Community Fund for a grant for the quote from Eddie B Webster & Sons Limited to supply and deliver 40mm Primary Fill Limestone and also monies for gate replacement. (*unanimous*)
- 14. Matters requested by the Clerk**
- a. Summer Maintenance**
    - i. Trim of verges**  
The work in Linton Village and Linton Falls was discussed and it was Proposed by Cllr Midgley, Seconded by Cllr Hill and RESOLVED to accept the quotation from R.M.J. Robey Groundcare Limited and for the work to be undertaken in September.
    - ii. Other** – there was none
- 15. To discuss correspondence received & decide further action if required**
- a.** North Yorkshire UK Shared Prosperity Fund webpage received from NYC circ via email 15/03/23 - NOTED
  - b.** Renewal of contracts for supported local bus services and replacement of commercial services that would otherwise be withdrawn received from NYC circ via email 15/03/23 - NOTED
  - c.** New Season email received regarding the Wharfedale Response Group received from NY Police circ via email 23/03/23 - NOTED
  - d.** Views sought on potential housing development sites received from YDNPA circ via email 24/03/23 - NOTED
  - e.** All Partner LGR update received from NYC circ 28/03/23 - NOTED
  - f.** LT Climate Parish and Town Communications Pack – Update received from NYC circ via email 28/03/23 - NOTED
  - g.** Bins email received from visitor re lack of bins and state of toilets in YDNPA carpark circ via email 01/04/23 - NOTED
  - h.** Funding letter from Upper Wharfedale Rural Watch circ via email 01/04/23 - NOTED
  - i.** Email re Linton Beck Barn received from the planning applicants architects circ via email 07/04/23 – this had been responded to.

- j. North Yorkshire Council Standards Arrangements received from NYC circ via email 07/04/23 - NOTED
- k. Gardner Trust representative request received from Gardner Trust circ via email 14/04/23 It was Proposed by Cllr Midgley, Seconded by Cllr Boothman and RESOLVED that Cllr McGuinn represent the Parish Council on this Trust.
- l. Invitation to Parish Forum meeting (southern parishes) on Thursday 18 May 2023 received from YDNPA circ via email 17/04/23 - NOTED
- m. Update - Parish Member to sit on Yorkshire Dales National Park Authority received from YDNPA circ via email 20/04/23 - NOTED
- n. Threshfield and Linton WI request to plant a tree to commemorate the Kings Coronation received 22/04/23 circ via email. The Council thanked the WI and it was agreed that Cllr Midgley would investigate a suitable type of tree when reviewing the plantation trees.
- o. Trees in Linton Conservation Area (Re The Old Rectory) received from YDNPA circ via email 27/04/23 - NOTED
- p. Upper Wharfedale Visitor Response Group next meeting date 23/05/23 received from UPVRG circ via email 04/05/23 - NOTED

**16. To receive updates on any matter (for information only)**

**The following updates / information was advised:**

- a. Reverb – Cllr Oakes is happy to continue to attend these meetings
- b. Linton Beck – Cllr Oakes advised that residents were concerned about the green sludge in the Beck.
- c. Residents Parking Concerns – Cllr Midgley updated the meeting that residents were going to revert to him with specific car parking signs and cones that they would like to purchase to alleviate the issue.
- d. Car Park at Linton Falls – Cllr McGuinn advised that there were some concerns regarding the carpark and the requirement for local residents to pay for parking. The matter will be investigated further.

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

It was RESOLVED that the next meeting would be Tuesday 18th July 2023 at 7.30 pm.

The meeting closed at 8.30 pm

**Public Participation:**

A member of the public asked if the precept was declining due to the increase of second homes in the area. The Council advised that every attempt was made to keep the precept at the most reasonable level possible for the parishioners and that the matter would be investigated further.

There was no further public participation.