



Linton Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 14th May 2024 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: L Coverdale Parish Clerk

- 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 2024/25. (*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.**
Cllr Midgley advised an interest in agenda item 7a.
- 5. To approve the minutes of the ordinary Parish Council meeting held on 12th March 2024 as a true and correct record.**
Proposed by Cllr McGuinn, Seconded by Cllr Hill and it was RESOLVED that the minutes of the ordinary Parish Council meeting held on 12th March 2024 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. **Anderton Memorial Institute** - to receive information on possible assistance required.
There were no representatives from the Institute present at the meeting. The Parish Council agreed that a meeting should be arranged when the Institute Committee and trustees were all available to attend.
 - b. **Registration of the Lanes** – the Clerk advised that no update was available as yet from the solicitor.
Cllr Boothman provided an update to the councillors outlining that he had been contacted by the owner of the barn conversion at the end of Glebe Lane in relation to the condition and maintenance of the lane. An offer was provided by the owner to level out and resurface the lane so that it was in good serviceable condition whilst maintaining the grassed central strip and character of the existing lane.

The Council considered and agreed to this offer in principle. It was decided that a document should be prepared stating exactly what work could be undertaken to the lane prior to any activity taking place. Cllr Boothman was asked to begin this, and circulate for comment prior to distribution.

c. **Maintenance Updates**

- i. **Clapper Bridge** – no update available
- ii. **Well Lane** – the maintenance work has been completed. The Council thanked Cllr Boothman for his assistance with this.
- iii. **Tree work** - the plantation replanting, ash trees, further tree planting – carried forward
- iv. **Road bridge** – the Clerk read out the response from NYC advising that the clearing of vegetation was on their unscheduled worklist and that the ivy would be sprayed a couple of times this year with a view to clearance next year.
- v. **Highways cutting of verges** - it was advised by the Clerk that NYC stated that the Parish Council did not qualify for the trimming allowance as they would only reimburse for a verge cut for safety, visibility at a junction for example.
- vi. **Double Yellow Lines** – It was confirmed that the lines around the bus shelter had been logged with NYC requesting repair. Cllr McGuinn advised that the lines at Linton Falls required clearing and he would look into this.
- vii. **Other**
 - i. **Flood Sign** – Cllr Boothman would review the repair required to this.
 - ii. **Dog Waste bin and litter at Linton Falls** – Cllr McGuinn told the meeting that the local District Councillor had mentioned the possibility of obtaining a larger bin and was asked to investigate this further with him. The Clerk was requested to contact YDNPA to see if it would be possible for rubbish bins to be located in Linton Falls carpark to help alleviate the litter problem that is experienced in the area during tourist season. The Clerk was also requested to enquire with YDNP to see if temporary rangers were to be employed for the summer months.
- d. **Resident Car Parking at Linton Falls** - A letter had been sent by residents to the YDNPA and this is on-going per Cllr McGuinn.
- e. **Speeding in the village update** - Cllr Hill advised that the speed watch team had been deployed 6 times and 9 speeders were found. Speed watch can only be used in a 30 mph area.
- f. **Gov.uk domain update** - the Clerk had attended an on-line seminar run by the Parish Helper Service and updated the meeting with a review that included – that a gov.uk domain wasn't a mandatory requirement but considered best practice, a government grant of £100 may be available by using one of the approved suppliers, costs varied depending on supplier and requirements. It was proposed by Cllr Midgley Seconded by Cllr Hill and it was RESOLVED to move to a gov.uk domain using the current website provider. (*unanimous*)

7. **To consider the following Planning Application:** (Any applications received by the clerk after publishing the agenda will be tabled at the meeting)
- a. **Ref C/50/41H** Householder planning permission for a proposed detached garden store at Linton House, Lauradale Lane, Linton, BD23 5HQ
The council had no comment and were supportive of the application.
 - b. **Ref C/50/58E** Section 73 application to vary Condition 2 (plans) of C/50/58D (Full planning permission for change of use of barn to office accommodation/secure storage; erection of four storage buildings to house further administration, welfare and workshop facilities and covered internal storage of shipping containers; and associated

works to vehicular access, turning and parking areas) in respect of amendments to the approved plans to allow for 2 No. Air Source Heat Pumps and a utilities building at Catchall Barn, Lauradale Lane, Linton, Skipton, North Yorkshire, BD23 6BE
The council had no comment and were supportive of the application.

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

There were none.

9. To receive the following planning decisions:

- a. **C/50/120B** Full planning permission for conversion of existing barns to form 1no. four-bedroomed and 1no. two-bedroomed dwellings for local occupancy or short stay holiday lets and erection of detached garage (amended scheme) at Barn North of Grange Cottage, Linton, Skipton, BD23 5HH - C/50/120B - Application withdrawn
This was noted.

10. Financial Matters:

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

The payments below had been made. These were all approved.

Payee	Details	TOTAL COST
YLCA	Membership fees	£62.00
SLCC	Membership fees	£112.00
Clare Smith	Internal Audit Fees	£50.00
Npower Commercial Gas	Electric supply	£297.55
R.M.J. Robey Groundcare	1 x Village Green grass cut	£216.00

- b. **To approve accounts for payment and confirm arrangements for insurance cover.** (Annex 1: Finance Report)

The payments below were approved and the insurance arrangements confirmed.

Payee	Details	TOTAL COST
Zurich Insurance	Insurance	£493.34
Robert Keep	Repainting of sign	£50.00
Eddie Webster & Sons	Well Lane maintenance supply of stone	£900.00

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

The following receipts were reported

Payee	Details	TOTAL AMOUNT
NYC	Precept 1st installment	£3,350.00
Linton Community Fund	Grass & Verge Grant	£1,340.00
Northern Powergrid	Wayleave Payment	£4.60
Linton Community Fund	Well Lane Maintenance grant	£750.00

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

The Responsible Finance Officer reported an account balance of £5,367.87 at 14/05/2023.

- e. **To receive a statement of the Council's end of year accounts for 2023/2024**

A statement of the Council's end of year accounts for 2023/24 was received, with an opening balance of £3,996.51 and the year-end balance at 31 March 2024 of £3,580.60.

f. To review system of Internal Control Measures and approve the Statement of Internal Control Measures for 2023/2024

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 2024 and to follow the same system of internal control for 2024/25 financial year. *(unanimous)*

11. Annual Audit

a. To certify Linton Parish Council as exempt from external audit for fiscal year 2023/24

It was proposed by Cllr Midgley, seconded by Cllr McGuinn and RESOLVED that Linton Parish Council is exempt from external audit for the year 2023/24 as its annual turn-over does not exceed £25,000. *(unanimous)*

b. To note the Annual Internal Audit Report for 2023/24 included at page 4 of the Annual Governance and Accountability Return 2023/24

It was proposed by Cllr Midgley, seconded by Cllr McGuinn and RESOLVED that the Annual Internal Audit Report for 2023/24 included at page 4 of the Annual Governance and Accountability Return 2023/24 be noted. *(unanimous)*

c. To approve Section 1 - Annual Governance Statement 2023/24 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2023/24

It was proposed by Cllr Midgley, seconded by Cllr McGuinn and RESOLVED that Linton Parish Council approve Section 1 Annual Governance Statement 2023/24 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2023/24. *(unanimous)*

d. To approve Section 2 - Accounting Statements 2023/24 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2023/24

It was proposed by Cllr Midgley, seconded by Cllr McGuinn and RESOLVED that Linton Parish Council approve Section 2 - Accounting Statements 2023/24 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2023/24. *(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 proposed by Cllr Midgley, seconded by Cllr McGuinn and 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 2023/24,
- Section 1 – Annual Governance Statement 2023/24,
- Section 2 – Accounting Statements 2023/24, 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 proposed by Cllr Oakes, seconded by Cllr Hill and RESOLVED to adopt the Financial Regulations. *(unanimous)*

b. Financial Risk Assessment

It was proposed by Cllr Oakes, seconded by Cllr Hill and RESOLVED to adopt the Financial Risk Assessment. (*unanimous*)

c. Asset Register

It was proposed by Cllr Oakes, seconded by Cllr Hill and RESOLVED to remove the traffic cones and adopt the Asset Register. (*unanimous*)

13. Matters requested by Councillors

a. Posts around the Village Green – Cllr Midgley

Replacement posts were discussed. It was agreed not to progress and to review again in 2025.

14. Matters requested by the Clerk

a. Summer Maintenance – there were no further areas to progress.

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

- a. Mink located in the beck on the green – email received from Parishioner circ 28/03/24
The council agreed that this was not a council issue and that the landowner was already aware.
- b. Linton Beck and the quarry waste water- email received from Parishioner circ 28/03/24
The beck looks cloudy and has green algae in it. This was discussed by the Councillors and it was agreed to contact the quarry regarding the environmental survey taking place and to have the results of the survey shared with the Parish Council. In addition to this the Parish Council will suggest that the quarry switch its run off water strategy of settling ponds to one of water circulation given the frequency of issues that have been encountered with the water quality in the beck.
- c. National Park Management Plan Annual Forum received from YDNPA circ via email 11/04/24 - NOTED
- d. Planning reference C/50/46M Full planning permission for demolition of existing buildings and redevelopment of the site for tourist accommodation (amendment to previously consented application C/50/46L) at Formerly Linton School and Campsite, Linton, Skipton, North Yorkshire, BD23 5HQ be considered at the 23 April 2024 Planning Committee received from YDNPA circ 16/04/24 - NOTED
- e. YLCA Branch Meetings to appoint two councillors to vote as voting representatives at meetings received from YLAC circ via email 23/04/24 - NOTED
- f. Yorkshire Dales National Park - Spring Parish Forums 2024 received from YDNPA circ via email 25/04/24 - NOTED
- g. Department for Energy Security and Net Zero - consultation into barriers to community energy projects received from YLCA circ via email 02/05/24 - NOTED
- h. Northern Powergrid Foundation received from YLCA circ via email 02/05/24 – NOTED

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

The items below had been raised by Parishioners to Councillors and were mentioned at this point: -

- **Housing land information** - to ask for an update on the areas put forward
- **Rooks and the mess made by them** - this has been investigated previously by the Parish Council and it was decided not to take any action
- **Visiting dogs from holiday accommodation fouling on the Village Green** – it is hoped that the new signage put up recently by the Parish Council will improve this.

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

It was RESOLVED that the next meeting would be Tuesday 16th July 2023 at 7.30 pm.
The meeting closed at 8.40 pm

Public Participation: There was no public participation