

# BURNISTON PARISH COUNCIL

Mrs Audrey Adnitt, Clerk to the Parish Council  
11 Cormorant Close, Filey, YO14 0ED

Annual Meeting of Council held at 6.45pm on **Thursday 1 May 2025** at Burniston and Cloughton Village Hall.

**Members Present:** Cllrs Parsons, Grimwood, Hill, Marley, Powell, and Wimbush

**Also present:** n/a

Meeting Clerk: Audrey Adnitt (Parish Clerk).

## Minutes

Minute	Item
001/25-26	<p><b>Election of Parish Chairman for the year 2025/26</b></p> <p>Cllr Marley proposed, seconded by Cllr Hill that Cllr Richard Parsons be elected as Chairman for the 2025-26 municipal year.</p> <p>No further nominations were received.</p> <p><b>RESOLVED: Council elected Cllr Richard Parson as Chairman for the 2025-26 municipal year.</b></p> <p>Cllr Parsons thanked all the Councillors for their support.</p>
002/25-26	<p><b>Election of Vice Chair of the Parish Council for the year 2025/26</b></p> <p>Cllr Powell proposed, seconded by Cllr Parsons that Cllr Topham be elected as Vice Chair for the 2025-26 municipal year.</p> <p>There were no further nominations received.</p> <p><b>RESOLVED: Council elected Cllr Clare Topham as Vice Chair for the 2025-26 municipal year.</b></p>
003/25-26	<p><b>Acceptance of Office</b></p> <p>The Chairman signed his acceptance of office form, and the Vice Chair will be asked to sign her form at the earliest opportunity.</p>
004/25-26	<p><b>Election of Council Representative on Outside Bodies</b></p> <p>Members were appointed to represent the parish council as follows: Coastal Forum – Cllr Marley</p>

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	<p>YLCA – Cllrs Hill and Parsons</p> <p>Burniston &amp; Cloughton Village Hall Committee – Cllr Grimwood</p> <p>Heritage Coast – Clerk to try and find out if this body still meets,</p> <p>Friends of the Railway – Cllrs Powell and Topham</p>
<b>005/25-26</b>	<p><b>To approve Annual Governance Statement</b></p> <p>Members were asked to consider Section 1 – Annual Governance Statement 2024/25 of the AGAR and specifically the nine individual statements preceded by the following statement:</p> <p>“We acknowledge as the Members of Burniston Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025.”</p> <p><b>RESOLVED: To approve the Annual Governance Statement.</b></p>
<b>006/25-26</b>	<p><b>To agree that Parish Council is subject to External Audit due to annual turnover exceeding £25,000.</b></p> <p>This was <b>AGREED</b> as the Annual Turnover during 24/25 was in excess of £25,000. The total income was £34,859.80 and expenditure was £22,791.28.</p>
<b>007/25-26</b>	<p><b>To receive the annual accounts for 2024/25</b></p> <p>Members were asked to approve the Statement of Accounts for the Financial Year 2024/25.</p> <p><b>RESOLVED: That the Statement of Accounts for the Financial Year be approved.</b></p>
<b>008/25-26</b>	<p><b>To consider and approve the updated Asset Register</b></p> <p>The Asset Register for 2024/25 was reviewed and approved.</p>
<b>Ordinary Parish Council Business</b>	
<b>009/25-26</b>	<p><b>Apologies</b></p> <p>Apologies were received from Cllr Topham who was on holiday and North Yorkshire Cllr Bastiman who had another engagement.</p> <p><b>RESOLVED: To accept these apologies.</b></p>
<b>010/25-26</b>	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest at this meeting.</p>

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<b>011/25-26</b>	<b>Public Participation Time</b> There were no questions or comments at this meeting.
<b>012/25-26</b>	<b>Minutes of the Meeting held on the 4<sup>th</sup> April 2025</b> <b>RESOLVED:</b> That the minutes be approved as an accurate record and signed by the Chairman.
<b>013/25-26</b>	<b>Minutes of the Meeting held on the 15<sup>th</sup> April 2025</b> <b>RESOLVED:</b> That the minutes be approved as an accurate record and signed by the Chairman.
	<b>Reports to Council</b>
<b>014/25/26</b>	<b>North Yorkshire Police Report</b> The report from North Yorkshire Police has been previously circulated and gave details of crime figures and an update on operation trailblaze, which an initiative aimed at addressing the increasing issue of anti-social and illegal use of off road 4 x 4 vehicles and motorbikes.  Cllr Hill pointed out that the burglary mentioned in the report had been in Scalby and not Burniston. Members noted that the police report covered a very wide area and was no longer specific to the village.
<b>015/25/26</b>	<b>Report from North Yorkshire Councillor Derek Bastiman</b> Members wished to express their concerns about the poor customer service offered to residents by North Yorkshire Council. It was very difficult to speak to an officer on the telephone and if you reported a problem by email, you were unlikely to get a response.  The clerk was to email North Yorkshire Councillor Bastiman with these concerns.
<b>016/25/26</b>	<b>Updates from Parish Councillors</b> As follows: <b>Cllr Alan Hill</b> Cllr Hill as follows: <ul style="list-style-type: none"> <li>• SEATS – The Council own a number of seats around the village and many of them needed general maintenance and painting. It was <b>AGREED</b> to make a register of these seats with exact location details, photographs, and a condition report.</li> <li>• PARKING - was an ongoing issue opposite the Post Office on the High Street, the Clerk was asked to contact NYC Highways and request another bollard be positioned there. Also to ask Parking Service to ask the traffic wardens to visit the area.</li> <li>• SCHOOL – The ‘no parking lines’ outside the school were faded and needed repainting, Clerk to ask North Yorkshire Highways to carry out a re-paint.</li> </ul>

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- ROAD SWEEPER – The road sweeper had not been through the village for some time, Clerk to ask North Yorkshire Highways to arrange for the road sweeper.

**Cllr Bob Marley**

Cllr Marley shared his concerns about dogs being turned loose in the paddock by Burniston Gardens.

**Cllr Pam Grimwood**

Had been working at the war memorial recently and reported that one of planters was broken and the other in a poor state of repair. It was **AGREED** to spend up to £100 on replacement planters.

Whilst working there a member of the public had volunteered to help with the cleaning and maintenance of the war memorial.

Members discussed this kind offer, and it was **AGREED** to form a Volunteer Working Group to look into how volunteers could be supported. Cllrs Grimwood and Powell kindly joined the working group and would report back to a future meeting.

Cllr Grimwood reported that at the Village Hall the MUGA surface had been laid, and a new shed had been put in place.

The footpath at Limestone Road had been badly damaged during the recent building works.

**Cllr Lyn Wimbush**

Reported that a seat at Rocks Lane was in a poor state of repair. There was graffiti on bridge by Rocks Lane and camper vans were parking at Crook Ness in large numbers.

**Cllr Richard Parsons**

Reported that the gully between High St and Overgreen View was very overgrown with nettles.

**ACTIONS:**

- a. Clerk to prepare a register of seats, Members to provide seat locations and photographs where possible so that a plan of the works needed can be prepared.
- b. Clerk to ask NYC Highways for a bollard.
- c. Clerk to inform NYC Parking Services about the issue opposite the post office so they can send out traffic wardens periodically.
- d. Clerk to ask NYC Highways to repaint the lines by the school.
- e. Clerk to ask NYC Highways to send the road sweeper.
- f. Cllrs Grimwood and Powell to form a Volunteers Working Group with assistance from the Chairman.
- g. Clerk to report graffiti to North Yorkshire Highways
- h. Clerk to inform the Duchy of Lancaster regarding the number of camper vans parking at Crook Ness.

	<ul style="list-style-type: none"> <li>i. Clerk to report the damaged footpath at Limestone Road to NYC Highways.</li> <li>j. Clerk to report overgrown gully between High Street and Overgreen View to NYC Highways.</li> </ul>
<b>017/25-26</b>	<p><b>Report for Parish Clerk</b> The report had been previously circulated with the agenda papers and gave updates on actions undertaken since the last meeting.</p>
<b>018/25-26</b>	<p><b>Updates from Working Groups</b></p> <p><b>Staffing Committee</b> Cllr Hill advised that one item would be discussed later in the agenda.</p> <p><b>Coastguard Station Working Group</b> Cllr Parsons advised that North Yorkshire Council needed to register the land in order to move forward with the project. North Yorkshire Cllr Bastiman had kindly agreed to try and speed up this process.</p> <p><b>Drilling Working Group</b> The Chairman reported that the objection report had been submitted and acknowledged. He also reported on a recent Coastal Forum meeting he had attended and was disappointed to note that fracking had not been on the agenda to discuss. He had subsequently shared his concerns with the Chief Executive of the National Parks.</p>
<b>019/25-26</b>	<p><b>Updates from April Meeting</b> All outstanding matters were covered as separate items on the agenda.</p>
<b>020/25-26</b>	<p><b>Grass Cutting 2025</b> There had been two responses from the Grass Cutting Tender exercises and Members were asked to consider their quotes for the three-year contract for the period 1<sup>st</sup> June 2025 to 31 December 2027.</p> <p>To assist, the Clerk had prepared a spreadsheet giving the details of both quotes but anonymising the details of the contractors.</p> <p>Members discussed the quotes at length, and it was noted that one of the quotes included figures which did not add up. Members felt that they were unable to decide with only two quotes to consider.</p>
<b>020/25-26</b>	<p><b>RESOLVED:</b> As follows:</p> <ul style="list-style-type: none"> <li>a. Clerk to advise the two contractors who had submitted quotes that there would be a delay, and the Council would reconsider at a future meeting.</li> <li>b. Clerk to ask the contractor who had submitted figures which did not balance to revisit their tender document,</li> </ul>

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	<p>c. Clerk to re-advertise tender on the Council's website.</p> <p>d. Clerk to contact as many contractors as possible as give them the opportunity to tender.</p>
<b>021/25-26</b>	<p><b>Bus Shelter Adjacent to Low Farm – Rent Review</b></p> <p>Notification had been received from the Duchy of Lancaster that a rent review for the licence fee had been due to take place on the 25<sup>th</sup> March 2025.</p> <p>An increase of £15 plus Vat per annum was sought, which would bring the annual licence fee to £65 plus Vat per annum.</p> <p>The next rent review would take place on the 25<sup>th</sup> March 2030 in accordance with the terms of the licence.</p>
<b>021/25-26-1</b>	<p><b>RESOLVED:</b></p> <p>The proposed rent review increase be approved and the Chairman was authorised to sign the agreement letter.</p>
<b>022/25-26</b>	<p><b>Parish Noticeboard</b></p> <p>The noticeboard located by the 'Three Jolly Sailors' pub was in a poor state of repair.</p> <p>Members were asked to consider whether to restore or remove the noticeboard.</p> <p>A discussion followed and it was <b>AGREED</b> to remove this noticeboard.</p>
<b>023/25-26</b>	<p><b>Correspondence</b></p> <p>Were considered under agenda items 21 (Bus Shelter adjacent to Low Farm Rent Review) ,24 (Planning Matters) and 25 Planning Decisions.</p>
<b>024/25-26</b>	<p><b>Planning Matters</b></p> <p><b>Review planning applications received.</b></p> <p>Members were asked to consider a planning application number <b>ZF25/00326/HS</b> Erection of single and double storey extension with roof terrace to rear and new dormer windows to the front elevation at 21 Stone Quarry Road, Burniston.</p> <p>Have discussed the application members were minded to <b>///</b> the application.</p>
<b>024/25-26.1</b>	<p><b>RESOLVED: Council had not objections to this planning application and wished to support it.</b></p> <p>Clerk to advise NYC Planning Services accordingly.</p>

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025/25-26	<p><b>Planning Matters</b>  <b>To note any decisions received.</b>  Members were asked to note the decision notices received since the last meeting.</p> <p>a. Development of nine residential dwellings at Land off Wandales Road, Burniston <b>(ZF23/01113/OL)</b>.</p> <p>The Planning Inspector had heard the appeal against North Yorkshire Council's refusal of the application and had upheld the appeal and granted outline planning permission.</p>									
026/25-26  026/25-26.1	<p><b>Financial Matters</b>  The Current Account balance was currently £5335.31, and the Investment Account Balance is £33,869.94.</p> <p><b>Skipton Building Society</b>  The Parish Council wished to remove the previous Clerk Mrs Marley from the account (following her retirement) as a signatory on their Skipton Building Society. They also wished to make the new Clerk Audrey Adnitt an authorised signatory on the account.</p> <p><b>RESOLVED:</b>  That Mrs J Marley be removed as an authorised signatory on the account and replaced with Mrs Audrey Adnitt as an authorised signatory on the account.</p> <p>It was noted that the funds held in the Skipton Building Society had been bequeathed the Council by the former Historical Society when it folded many years ago. The Clerk was asked to look back through the minutes and see if there was any reference to this money and what it could be used for. The money could be used for a historical project in the village, for example the restoration of the war memorial.</p> <p>To be further considered at a future meeting.</p>									
027/25-26	<p><b>Accounts to Certify</b>  The following payments were authorised to be made.</p> <table border="1" data-bbox="421 1626 1390 1816"> <tr> <td>YLCA</td> <td>£494.00</td> <td>Annual Membership 2025/26</td> </tr> <tr> <td>Zurich Insurance</td> <td>£300</td> <td>Annual Renewal</td> </tr> <tr> <td>Sneaky Trick</td> <td>£10</td> <td>Legacy Domain Renewal</td> </tr> </table> <p>Cllrs Parsons and Hill were to authorise the payment via the online payment system.</p>	YLCA	£494.00	Annual Membership 2025/26	Zurich Insurance	£300	Annual Renewal	Sneaky Trick	£10	Legacy Domain Renewal
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028/25-26	<p><b>Insurance</b></p>									

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028/25-26	<p>The Internal Auditor had highlighted that the Council did not currently have a level of cover to fully insure all its assets.</p> <p>The current insurance level was for £34,000 but the Council's Assets were currently valued at around £60,000.</p> <p><b>RESOLVED: The Council would in principle increase the level of insurance as suggested by the auditor. A quote had been requested from Zurich Insurance and would be discussed at the next meeting.</b></p>
029/25-26	<p><b>Exclusion of Press and Public</b></p> <p>Members resolved to exclude Members of the Public during the consideration of the next item as it related to a staffing matter.</p> <p>This is in accordance with the Public Bodies (admission to meetings) Act 1960, members of the press and public were excluded for the following business in view of the confidential nature.</p>
030/25-26	<p><b>Staffing Matter</b> Confidential Minute</p>
<b>Next Meeting</b>	
031/25/26	<p><b>Date and Time of Next Meeting</b></p> <p>The next ordinary meeting of Council would take place on Thursday 5<sup>th</sup> June at 6.30pm in Burnison and Cloughton Village Hall.</p>

**Meeting started 6.30 pm and closed at 8.30 pm.**

Document published on

**Signed:** .....

**Print Name:** .....

**Date:** .....

Signature: ..... Date: .....