

# BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,  
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN  
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Email: [clerk@burnistonparishcouncil.org.uk](mailto:clerk@burnistonparishcouncil.org.uk)

## PARISH COUNCIL ANNUAL MEETING

Thursday 9<sup>th</sup> May 2024

Burniston & Cloughton Village Hall, 6.20pm

or on the rising of the Annual Parish Assembly if that is later

### Parishioners welcome to attend

#### PARISH COUNCIL ANNUAL MEETING AGENDA

NOTE: outgoing Chairman (R. Parsons) presides over election of new Chairman.

1. To elect a Parish Council Chairman for forthcoming year.
2. To receive Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. Election of representatives/officers:-

|                                    |                       |
|------------------------------------|-----------------------|
| YLCA                               | CURRENTLY             |
| Coastal Forum                      | Cllrs. Hill & Parsons |
| Heritage Coast                     | Cllr. Marley          |
| Burniston & Cloughton Village Hall | As available          |
| Friends of the Railway             | Cllr. Grimwood        |
|                                    | Cllr. Topham          |
5. Apologies to receive & accept (to hand from Cllr. Murray, prior commitment).
6. To receive member's declarations of interest in items of business on this agenda.
7. Minutes of meeting of 4th April 2024 (enclosed) to approve and sign.
8. Public Open Forum.
9. To consider & if appropriate, agree action on matters raised at the Parish Assembly or in the Public Open Forum.
10. Reports/updates to receive (as available) & agree action as appropriate – Police (*enclosed*), Unitary, Parish, Clerk - not to exceed 15 minutes in total.
11. Updates on matters from earlier meetings:-
  - a) Costings, Prickybeck interpretive board [*Minute 154/23c* refers] – update by Cllr. Topham & agree action;
  - b) Balsam removal [*Minute 155/23a* refers] – update by Clerk & agree action;
  - c) Page on NextDoor [*Minute 155/23b* refers] – update by Cllr. Topham & agree action;
  - d) Coastguard building [*Minute 155/23c* refers] – update by Cllr. Parsons & agree action;
  - e) Pavement parking [*Minute 156/23* refers] – update by Cllr. Parsons & agree action;
  - f) Grit bin matrix/location [*Minute 159/23c* refers] – update by Cllrs. Hill & Topham & agree action;
12. Agenda items requested by councillors – to consider and agree action as appropriate:-
  - a) Tree guards [may include request for reimbursement] (Cllr. Grimwood)
  - b) 24/25 plan – to include level of reserves (Cllr. Parsons)
  - c) Policies and procedures (Cllr. Parsons)
  - d) Staffing Committee (Cllr. Parsons)
  - e) IT & email systems, see enclosed report (Cllr. Topham)
  - f) Prickybeck (Cllr. Topham)

13. Correspondence:-
- a) Correspondence received after 30/4/24 & requiring a response before next meeting.
14. Planning Matters:-
- a) Applications Received (to agree comments):-
1. ZF24/00443/HS Erect two storey side extension replacing existing conservatory and single storey side extension at 2 Limestone Road;
- b) Decisions Received (to note):-
1. ZF23/00791/HS Raise roof, erect rear extension, install dormer to rear and porch to north elevation at 31 Limestone Road – withdrawn.
  2. ZF23/00792/FL Erect 1 no. dormer bungalow to rear of existing dwelling at 31 Limestone Road – withdrawn.
  3. ZF23/01840/HS Raise roof height and erect first floor extension to rear, Wayside Farm, Coastal Road – granted.
  4. ZF23/01980/HS Erect single storey rear extension, 7 Limestone Way – granted.
  5. ZF23/02050/HS Proposed rear dormer and erect single storey rear extension, 14 Burniston Gardens – granted.
  6. ZF23/02104/HS Erect single storey rear extension and enlarge detached garage, 86 Limestone Road – granted.
- c) To agree comments/note any planning matters/decisions received after 1/5/24.
15. Finance & Regulatory Matters:-
- a) 2023/24 Accounts (*enclosed. If you have a query on them please let me know BEFORE the meeting*) – to receive, approve & authorise Chairman to sign;
- b) 2023/24 Annual Return (*enclosed*) – 1] to receive & note the Annual Internal Audit Report (*to be tabled at meeting*); 2] to complete & approve the Annual Governance Statement (Section 1); 3] to approve the Accounting Statements (Section2).
- c) Standing Order to Countrywide – to authorise amendment to standing order in payment for the current year’s grass cutting etc (set up as £1,568-02 payable 15<sup>th</sup> day monthly from 15<sup>th</sup> April 2024 to 15<sup>th</sup> October 2024 inclusive) – amount to be amended to £1,568-26.
- d) To agree the dates of Council meetings till May 2025 (*list enclosed*).
16. Accounts to Authorise for online payment:-
- |                   |   |                |
|-------------------|---|----------------|
| R. Carey          | Internal audit 2023/24 accounts         | To be notified |
| St. Mary’s Church | Contribution to churchyard maint. 24/25 | £639-67        |
| B&C Village Hall  | Contribution to ground maint. 24/25     | £796-88        |
| Zurich            | 23/24 insurance                         | £300-00        |
| YLCA              | 24/25 sub                               | £475-00        |
| Sneakytrick       | Domain renewal                          | £10-00         |
17. (Subject to the outcome of agenda item 15d) To confirm the date of the next meeting as 6<sup>th</sup> June 2024.

*J. Marley*

J. Marley (Mrs)

Clerk to the Parish Council

1<sup>st</sup> May 2024

**MINUTES OF ORDINARY MEETING OF BURNISTON PARISH COUNCIL HELD IN THE  
VILLAGE HALL ON THURSDAY 4<sup>th</sup> APRIL 2024 AT 6.30PM**

**Present:** Councillor R Parsons (Chairman)  
Councillor P Grimwood  
Councillor A Hill  
Councillor B Marley  
Councillor V Powell  
Councillor P Tidd  
Councillor C Topham

3 members of public (left 6.42pm), Mrs J Marley (Clerk).

**Absent:** Cllr. C Murray, North Yorkshire Unitary Cllr. D Bastiman.

**1/24** **APOLOGIES:- Received & accepted** from Cllr. C Murray (prior commitment), NYU Cllr. Bastiman (prior commitment)

**2/24** **DECLARATIONS OF INTEREST:** None.

**3/24** **MINUTES**

Having been previously circulated, the minutes of the Council meeting of 7<sup>th</sup> March 2024 were **approved** as an accurate record and authorised for signature by the Chairman.

**4/24** **PUBLIC OPEN FORUM** The public present were connected with Staintondale show – they thanked Council for the recent grant and gave details of the new Staintondale Show Committee.

**5/24** **MATTERS RAISED IN PUBLIC OPEN FORUM Agreed** – Show Secretary would send minutes of the recent show committee to Clerk as confirmation of new committee. Cheque presentation would take place in near future.

*At this point the three members of public left the meeting.*

**6/24** **REPORTS**

- a) **Police:** report on March incidents (*emailed to councillors 26/3/24*) was received and noted.
- b) **Unitary:** no report to receive.
- c) **Parish:** The first verge cut of the year in the village had been done this week – it was not to the usual high standard – Clerk to liaise with contractors and get problems addressed. Cllr. Grimwood reported branches damaged on the hanging cherry trees on Stone Quarry Road. Matters to be referred to Area3 highways included a large/deep wheel rut across the grass roundabout outside Lindhead School, churned up verges and stone on verge near Limestone Road stables, churned up verges at Limestone Road junction near Cumboots. Cllr. Parsons reported the VAS signs had been re-located and he would be analysing the data. Cllr. Topham reported the Burniston Show cheque presentations were ongoing and Prickybeck needed tidying – costings are to be sought for a replacement interpretive board and considered at the May meeting.
- d) **Clerk:** no matters to report.

**7/24** **UPDATES ON ITEMS FROM EARLIER MEETINGS**

- a) Balsam removal [*Minute 144/23a refers*]. Clerk had spoken with contractor (Mr Kendall) who would trim our side – he would look at how much was to do once the balsam was through.
- b) Page on NextDoor [*Minute 144/23b refers*]. Cllr. Topham reported this was in hand.
- c) Coastguard Station [*Minute 144/23c refers*]. Cllr. Parsons had met the planning officer – the main issue was the front doors (a wish to try and keep the blue colour was not easy with upvc), he was trying to get prices from joiners.

**8/24** **PAVEMENT PARKING**

Cllr. Parsons reported this was a significant problem in the village and caused much inconvenience for pedestrians and the less abled. Various ways of addressing the problem were considered. Cllr. Parson to contact Jane Wilson of Parking Services and see if they could do regular patrols in the village.

**9/24**      **CORRESPONDENCE**

- a) Correspondence received after 27/3/24 and requiring a response before next meeting – none.

**10/24**      **PLANNING MATTERS**

- a) **Applications Received:-** None.

- b) **Decisions received & noted:-**

1. ZF23/01821/HS Works to approved stair to rear elevation, add cladding to make it weatherproof, Lindhead Stables, Ripleys Road - withdrawn;
2. ZF23/01899/FL Retrospective erection of flat-roofed and white UPVC clad rear dormer, 3 Limestone Way – granted with conditions.
3. Appeal against refusal of 22/01359/FL for erection of two detached dwellings, associated garaging and amended parking arrangements for no. 53 Limestone Grove – appeal dismissed.

- c) **Planning matters received after 27/3/24:-** none.

**11/24**      **FINANCE & REGULATORY MATTERS**

- a) Countrywide. A Standing Order to Countrywide for this year's grass cutting (£1,568-02 on the 15<sup>th</sup> day monthly from April to October inclusive) was authorised for signature by Cllr. Parsons and Hill.

- b) Burniston Show grant recipients. **Agreed** a follow up letter be sent. Cllr. Parsons to do the letter and Clerk to send.

- c) Grit bin locations [*Minute 144/23a) refers*]. Councillors reported on the NYCC matrix and suggested locations. **Agreed** work needed to fine tune the matrix to the needs of the parish (reduce score to qualify for a bin from 100 to 80 and add some additional questions). Cllr. Hill and Topham to do this work and report to May meeting.

**12/24**      **ACCOUNTS TO CERTIFY** – The following was approved for payment via online banking (Cllrs. Hill and Parsons to do the online authorisation within 24 hours):-

|       |                 |        |
|-------|-----------------|--------|
| Duchy | Prickybeck rent | £60-00 |
|-------|-----------------|--------|

The Chairman reminded those present that next month the Parish Assembly would be held, start time 6.15pm and on its rising the Annual Parish council meeting would take place.

There being no further business, the Chairman declared the meeting closed at 7.22 pm.



**Burniston and Cloughton Parish Council Report**

**May 2024 meetings**

The crime figures for these reports are now taken from January to December each year, rather than from 1<sup>st</sup> April to 31<sup>st</sup> March.

Total crime figures for Burniston & Cloughton for the previous three years and for 2024 so far to the 30<sup>th</sup> April.

|                             | 2021      | 2022      | 2023      | 2024      | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-------------|
| Arson & Criminal Damage     | 2         | 2         | 4         | 0         | 8           |
| Burglary                    | 5         | 3         | 2         | 1         | 11          |
| Drug Offences               | 7         | 0         | 1         | 1         | 9           |
| Fraud                       | 7         | 5         | 2         | 3         | 17          |
| Misc Crimes Against Society | 3         | 1         | 3         | 0         | 7           |
| Possession Of Weapons       | 0         | 0         | 1         | 0         | 1           |
| Public Order Offences       | 8         | 4         | 7         | 1         | 20          |
| Sexual Offences             | 3         | 4         | 2         | 0         | 9           |
| Theft                       | 6         | 9         | 11        | 1         | 27          |
| Vehicle Offences            | 1         | 0         | 2         | 0         | 3           |
| Violence Against The Person | 22        | 21        | 24        | 6         | 73          |
| <b>Grand Total</b>          | <b>64</b> | <b>49</b> | <b>59</b> | <b>13</b> | <b>185</b>  |

Total crime figures for the whole are covered by Filey NPT (Filey & Eastfield Police Stations) for the previous three years and for 2024 so far to the 30<sup>th</sup> April. See below map for area.

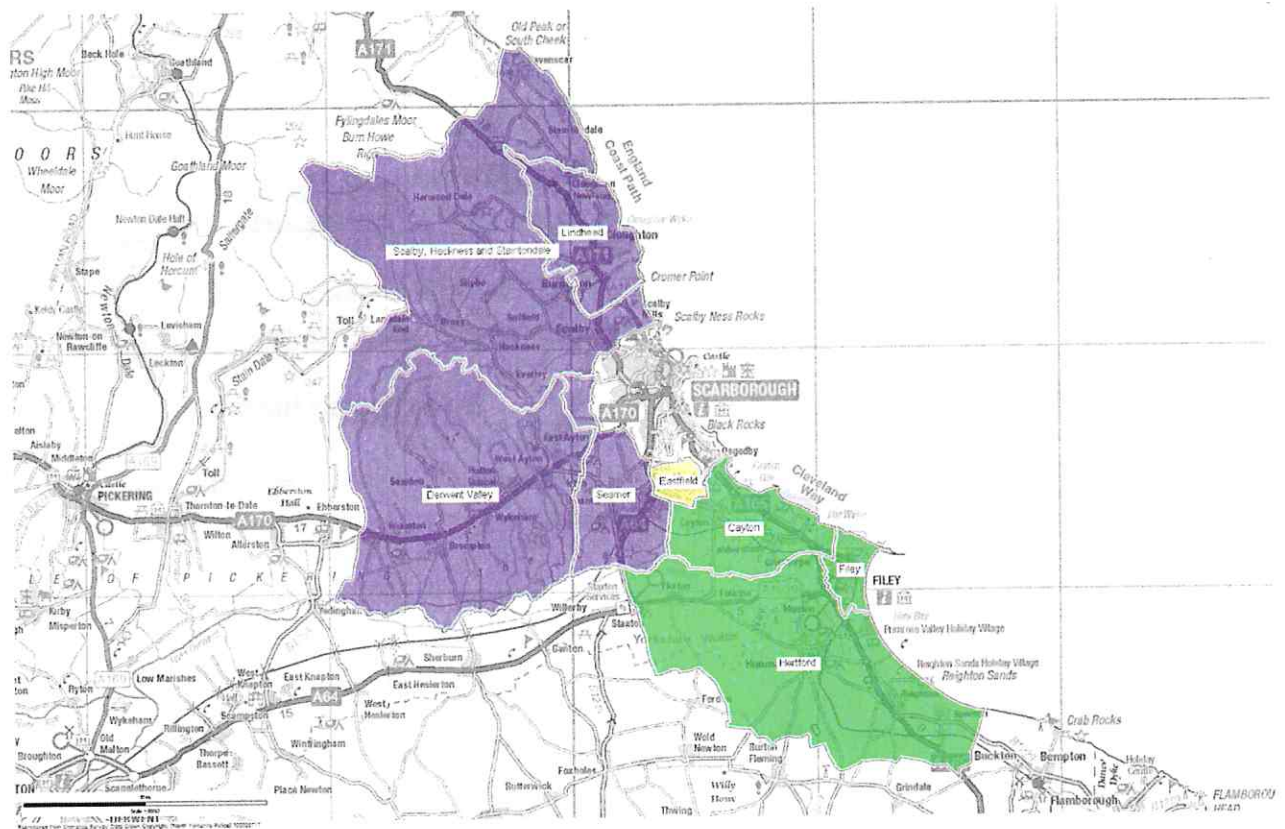
|                             | 2021        | 2022        | 2023        | 2024       | Grand Total |
|-----------------------------|-------------|-------------|-------------|------------|-------------|
| Arson & Criminal Damage     | 260         | 305         | 249         | 75         | 889         |
| Burglary                    | 72          | 57          | 61          | 22         | 212         |
| Drug Offences               | 78          | 50          | 53          | 29         | 210         |
| Fraud                       | 208         | 132         | 110         | 37         | 487         |
| Misc Crimes Against Society | 39          | 40          | 47          | 18         | 144         |
| Possession Of Weapons       | 20          | 16          | 15          | 6          | 57          |
| Public Order Offences       | 237         | 266         | 165         | 36         | 704         |
| Robbery                     | 3           | 3           | 6           | 1          | 13          |
| Sexual Offences             | 91          | 114         | 121         | 34         | 360         |
| Theft                       | 231         | 217         | 248         | 86         | 782         |
| Vehicle Offences            | 40          | 33          | 48          | 22         | 143         |
| Violence Against The Person | 975         | 1182        | 1016        | 355        | 3528        |
| <b>Grand Total</b>          | <b>2254</b> | <b>2415</b> | <b>2139</b> | <b>721</b> | <b>7529</b> |

If you wish to look at further details relating to the crime figures, please visit

[Home | Police.uk \(www.police.uk\)](http://www.police.uk) and search for your relevant area.

## Which areas are covered from Filey and Eastfield Police Stations?

The areas in blue and yellow – covered from Eastfield Police station. Areas in green – covered from Filey Police Station.



There were 26 incidents reported in your area during April.

16/04/2024 07:27 – 15 sheep were reported stolen from a barn on a farm in Harwood Dale. The sheep were marked with a blue letter “S” and had their ear tags in. A message has been conveyed to livestock markets with details of the sheep, the estimated loss to the farmer is £2,500.

17/04/2024 11:29 – Due to a missing person, there was a significant Police presence from East Ayton, down through Forge Valley and up towards the forestry. Thankfully, the person was located safely on an isolated rural road at about 1600hrs the same day.

17/04/2024 19:31 – Two off duty officers on A171 north of Cloughton spot a car which had left the road and hit a dry-stone wall. They provided assistance to the three occupants and were able to resolve the matter without the need for attendance from their on-duty colleagues.

28/04/2024 09:10 – A two vehicle RTC was reported on High Street in Burniston. Officers were nearby and attended to assist with recovery and manage the scene.

### **Community Speedwatch**

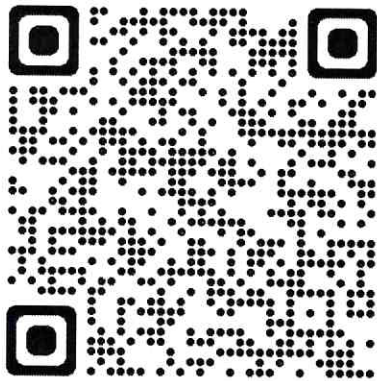
Two Police volunteers are now trained in Community Speedwatch and have been attending specified locations in our Policing area with a speed gun. The volunteers are directed to these areas which have been assessed as meeting the requirements for this targeted activity. Police volunteers were unavailable to carry out any patrols in April.-

## When and how to call us

### Contact NYP Information

Please scan this QR code to access information about how and when to contact North Yorkshire Police. When to phone 999 or 101 etc...

Or click this link - [Contact us | North Yorkshire Police](#)



### How to contact your local team

PC 595 Graham Bilton – 07741173139 - [graham.bilton@northyorkshire.police.uk](mailto:graham.bilton@northyorkshire.police.uk)

PCSO 5208 Ria Lockey – 07741174576 - [ria.lockey@northyorkshire.police.uk](mailto:ria.lockey@northyorkshire.police.uk)

PCSO 6780 Anna Wilkinson – 07741174524 - [anna.wilkinson@northyorkshire.police.uk](mailto:anna.wilkinson@northyorkshire.police.uk)

### Useful Contact Numbers

North Yorkshire Council Services can be reported online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

|                        |                |
|------------------------|----------------|
| NYC Highways           | 0300 131 2 131 |
| NYC Dog Warden         | 0300 131 2 131 |
| NYC Noise Complaint    | 0300 131 2 131 |
| NYC Food Safety Report | 0300 131 2 131 |
| NYC Community Safety   | 0300 131 2 131 |
| NHS                    | 111            |
| Action Fraud           | 0300 123 2040  |

### North Yorkshire Community Messenger

This is a free email alert service from North Yorkshire Police. Our local teams use the system to let you know what's happening in your area.

- You can sign up to receive alerts about events, crime appeals, safety advice and much more.
- The alerts can be tailored to where you live and work.
- You can unsubscribe at any time.

When you sign up, you'll be able to select the type of alerts you'd like to receive, including:

- various watch schemes for business owners
- a monthly fraud round-up newsletter.

Sign up here -

<https://www.northyorkshirecommunitymessaging.co.uk/#signup-section>

### Would you like a member of Police staff of volunteer to attend your event?

Filey SNT & or Police Volunteers would like to attend some of the local events in your area to provide information on topics such as Fraud, Crime Prevention, rural safety etc. This would not be a formal presentation and we can tailor the information to each particular event.

If you are aware of any meetings taking place which you think suitable, please let us know Dates and Place and Times and we will endeavour to get to some of them. Please email [matthew.hazelwood@northyorkshire.police.uk](mailto:matthew.hazelwood@northyorkshire.police.uk) if you would like more information or to book the volunteers.

**Subject:** Adding something to the agenda for next meeting.

**From:** cllr.clare.topham@burnistonparishcouncil.org.uk

**Date:** 30/04/2024, 14:33

**To:** "Mrs J. Marley, Clerk to Burniston Parish Council" <clerk@burnistonparishcouncil.org.uk>

**CC:** "Cllr.richard Parsons" <cllr.richard.parsons@burnistonparishcouncil.org.uk>

Hi Jools

Can you please add an item to the agenda for next meeting? Richard has asked us to think about planning for next year and I would like to put forward a plan for bringing our IT and email systems up to scratch.

Many Thanks

Clare

## Proposal to Plan for updated IT and email systems

(Report by Cllr. C Topham, received 30/4/24)

### Issues:

Under the Data Protection Act 1998, every organization that processes personal information has to register with the Information Commissioners Office (ICO) unless they are exempt. Burniston Parish Council registered in 2003 and registration will expire in October 2024. The council is responsible to adhere to strict laws and regulations concerning GDPR. GDPR requires personal data to be processed in a manner that ensures its security. This includes protecting data against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Stack email is very difficult to access and there are very much better alternatives to ensure everyone can access their council emails more easily and efficiently.

The information stored on the current computer cannot be seen by the councillors. It is difficult for councillors to see correspondence streams from NYC etc so we can keep track of progress and agreements.

The website is cumbersome and very out of date.

### Solutions:

Have a separate laptop computer that belongs to Burniston Parish Council where only Burniston Parish Council data exists and only Burniston Parish Council business is carried out. This will help us to comply with GDPR (and common sense) because the data will be secure and not mixed with data from other organisations.

This will enable us to back up the data using OneDrive or similar – this takes place automatically and therefore if the laptop is lost, damaged or stolen the data will still exist. This cannot be done if Burniston Parish Council data and files are stored on a shared computer.

This will also allow us to use an application (such as either Onedrive or Sharepoint) that allows all the files to be organized securely. Information that is useful to councillors can be accessed and shared, confidential and personal files can have increased protection so that only authorized people can have access. This also cannot be done on a shared computer.

Replace Stackmail with Microsoft Outlook. Microsoft Outlook is a standard email application which fits in with the Office Suite and is very much better than Stackmail.

The website is overdue a replacement as it is using very old technology which is susceptible to hacking and data breaches.

### Proposal:

#### **1. Set up a working group to consider and report on the following areas.**

- Review our current GDPR policy and make ready for renewal in October 2024.
- Consider and report on the help and advice of an IT professional -(£500)
- If required source and report on the purchase of a BPC laptop ( £500-£700. Comes with Windows).
- Consider and report on the need for Microsoft office suite which includes Microsoft Office (word, excel, powerpoint, outlook, teams, OneDrive etc) - (costs about £8 per month)
- Consider and report on the creation of a new website -( £250)
- Consider and report on a move to another Email provider and away from Stackmail.

#### **2. The Council agrees that a spend, in line with the proposals is required.**

# BURNISTON PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2024

| (Previous)<br>Year Ended<br><u>31 Mar 2023</u> | <b><u>RECEIPTS</u></b>                                     | (Current)<br>Year Ended<br><u>31 Mar 2024</u> |
|--|--|---|
| £  |  | £   |
| 9,160.00                                       | Precept  | 14,718.00                                     |
| 10,549.18                                      | Agency Services: SBC                                       | 11,477.52                                     |
| 1,195.33                                       | Agency Services: NYCC                                      | 1,251.21                                      |
| 0.00   | Grants   | 0.00  |
| 0.00   | Burniston Show £506.85 interest, £2,191.60 realised assets | 2,698.45                                      |
| 373.25   | Other Interest   | 369.76  |
| <u>1,824.56</u>                                | VAT recovered  | <u>2,243.11</u>                               |
| <u>23,102.32</u>                               | <b>Total</b>   | <u>32,758.05</u>                              |

| <b><u>PAYMENTS</u></b> |   |                  |
|------------------------|---|------------------|
| £                      |   | £                |
| 13.22                  | Printing/Stationery & office equipment                | 19.09            |
| 91.80                  | Training  | 140.80           |
| 120.00                 | Website   | 122.50           |
| 264.00                 | Insurance   | 300.00           |
| 482.00                 | Subscriptions   | 487.00           |
| 3,917.16               | Clerk's salary and allowances (£3,630-54 and £455-12) | 4,085.66         |
| 965.59                 | TAX/NI  | 1,013.00         |
| 420.98                 | Pension contributions (see note on page 3)            | 439.98           |
| 230.00                 | Audit fees  | 30.00            |
| 0.00                   | Election fees   | 0.00             |
| 0.00                   | Replace High St noticeboard                           | 1,270.36         |
| 114.00                 | Hall hire   | 93.00            |
| 72.00                  | Bank charges  | 72.00            |
| 500.00                 | Contribution to repairs B&CVH Under 10's playground   | 0.00             |
| 150.00                 | Grant to Scarborough Citizen's Advice                 | 0.00             |
| 31.00                  | Re-starting Burniston Show/realising assets           | 453.91           |
| 80.00                  | S. 137 payments (British Legion)                      | 0.00             |
| 0.00                   | Coastguard building                                   | 320.00           |
| 0.00                   | Paying out grants from Show Money                     | 25,776.67        |
|                        | Agency Services:                                      |                  |
| 436.58                 | Public seats  | 247.50           |
| 8,547.70               | Roadside verges (£250-00 NYCC, £8,712-55 SBC)         | 8,962.55         |
| 553.09                 | Churchyard  | 601.76           |
| 889.80                 | Parks   | 900.00           |
| 390.00                 | Prickybeck  | 834.15           |
| 573.62                 | Bus shelters  | 59.15            |
| <u>1,793.56</u>        | VAT   | <u>2,233.11</u>  |
| <u>20,636.10</u>       | <b>Total</b>  | <u>48,462.19</u> |

# BURNISTON PARISH COUNCIL

## RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2024

| (Last)<br>Year Ended<br><u>31 Mar 2023</u> | <b>SUMMARY</b>                  | (Current)<br>Year Ended<br><u>31 Mar 2024</u> |
|--|---------------------------------|---|
| £  |                                 | £   |
| 47,085.34                                  | Balance brought forward 1 April | 49,551.56                                     |
| <u>23,102.32</u>                           | ADD total receipts              | <u>32,758.05</u>                              |
| 70,187.66                                  |                                 | 82,309.61                                     |
| <u>20,636.10</u>                           | LESS total payments             | <u>48,462.19</u>                              |
| <u>49,551.56</u>                           | Balance carried forward         | <u>33,847.42</u>                              |

These cumulative funds are represented by:

|                  |   |                  |
|------------------|---|------------------|
| 14,735.13        | Unity Trust current account                       | 4,546.33         |
| <u>0.00</u>      | LESS unrepresented cheques at year end            | <u>0.00</u>      |
| 14,735.13        |   | 4,546.33         |
| 10,000.00        | ADD Savings Bonds                                 | 10,000.00        |
| 1,231.01         | Skipton BS a/c (see reserves note 3)              | 1,269.00         |
| <u>23,585.42</u> | Unity Instant Access a/c (see reserves notes 1&3) | <u>18,032.09</u> |
| <u>49,551.56</u> | Total   | <u>33,847.42</u> |

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its receipts and payments during the year.

Approved by Council: \_\_\_\_\_

(Chairman)

(Responsible Financial Officer)

# **BURNISTON PARISH COUNCIL**

## **SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2024**

### **ASSETS**

At 31 March 2024 the following assets were held:

|                        | <b>Valuation</b> |   | <b>Valuation</b> |
|------------------------|------------------|---|------------------|
|                        | £                |   | £                |
| Bus shelters (5)       | 38,000.25        | Chain of office                           | 440.96           |
| Seats (28)             | 8,748.60         | Garden (3) Christmas (1) trophies         | 255.38           |
| Flagpole               | 385.35           | Christmas lights and associated equipment | 1,000.00         |
| Notice boards (2)      | 1,770.36         | Copy of Domesday book                     | 387.34           |
| Misc. street furniture | 416.60           | Office equipment                          | 686.06           |
| Two VAS signs          | 7,787.50         |   |                  |

(The basis of valuation of these assets is acquisition cost)

Approx ¼ acre land adjoining Burniston Beck to the rear of nos 22, 24a and 24b High Street, Burniston, as per conveyance dated 24 January 1995. Nominal value £1-00

### **PENSIONS**

A pension scheme is set up with The People's Pension. Contributions are a percentage of gross salary:- Council 4% and Clerk 5%. In the year of account, employee's contributions totalled £244-46 and employer's contributions totalled £195-52.

### **RESERVES**

1. In December 2019 Burniston Agricultural and Horticultural Show Committee disbanded and the Parish Council took custodianship of the show's assets and residual funds on the basis it would try to find people prepared to set up a new show committee and re-start the show. The outgoing show committee asked that if, after three years, the Parish Council had been unsuccessful in finding people to re-start Burniston show, the remaining assets and funds were disbursed to organisations/groups within 6 miles of the parish or organisations which could demonstrate the funds would be used for the benefits or residents of Burniston Parish. The process of getting a new show management committee had begun when the Covid-19 restrictions came into force and everything had to be put on hold in March 2020. From September 2022 to February 2023 attempts were made to form a committee to take forward a show. Despite the best efforts of Burniston Parish Council, working with members of the community, this proved impossible to achieve. Council therefore realised the remaining assets. After costs, this resulted in a final sum of £25,776.67 being available to disburse as grants. Open evenings were held and decisions were made. The grants were paid out in January 2024 to 4 organisations within the parish and 4 in adjacent parishes.
2. There has been no progress with the firm of house developers in respect of taking over an additional area of open space subject to satisfactory funding being given, hence the open space balancing reserve.
3. Accordingly funds are set aside as follows:-
  - Long term reserve (investment bonds) £10,000
  - Local history reserve (Skipton BS a/c) £1,269.00
  - Election cost reserve £1,000
  - Contingency reserve £3,000
  - Extra verge cutting reserve £1,200
  - Open space (balancing reserve) £2,000
  - Unitary impact reserve £6,000Remaining funds (£4,832.09 at 31/3/24) are held as a general reserve

### **TENANCIES**

During the year the following tenancies were held:-

#### **Council as Tenant:**

| <b>Landlord</b>    | <b>Property</b> | <b>Rent p.a (ex VAT)</b> | <b>Repairing/Non Repairing</b> |
|--------------------|-----------------|--------------------------|--------------------------------|
| Duchy of Lancaster | Bus Shelter     | £50                      | Repairing                      |
| Duchy of Lancaster | Quiet Area      | £50                      | Repairing                      |

# **BURNISTON PARISH COUNCIL**

## **SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2024** (continued)

### **DEBTS OUTSTANDING**

At the year end no monies were owing to the Parish Council.

### **S. 137 PAYMENTS**

Section 137 of the Local Government Act 1972 (as amended) enables local councils to spend up to the product of £9-93 per elector, as at 1 April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for spending under s137 of the Local Government Act 1972 (as amended) for this council in the year of account was £11,628-03.

### **AGENCY WORK**

During the year the council undertook the following agency work on behalf of other authorities:

| <b>Principal Authority</b>   | <b>Nature of Work</b>              | <b>£</b> |
|--|------------------------------------|----------|
| North Yorkshire Unitary Council<br>(via legacy SBC Model<br>Agreement) | Parks, playing fields, open spaces | 1,734.15 |
|  | Highway verges                     | 8,712.55 |
|  | Bus/public shelters                | 59.15    |
|  | Churchyards                        | 601.76   |
|  | Seats                              | 247.50   |
| North Yorkshire Unitary Council  | Highway urban verges               | 250.00   |

### **MISCELLANEOUS**

No expenditure has been incurred, or income received, under any of the following headings: Borrowing; Leases; Advertising and publicity.

## Section 1 – Annual Governance Statement 2023/24

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 2024, that:

|   | Agreed |     | 'Yes' means that this authority:   |
|---|--------|-----|--|
|   | Yes    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A  |
|   |        |     | ✓  |
|   |        |     | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>   |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

<https://burnistonparishcouncil.org.uk/>

## Section 2 – Accounting Statements 2023/24 for

### BURNISTON PARISH COUNCIL

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2023<br>£ | 31 March 2024<br>£ |   |
| 1. Balances brought forward                                 | 47,085             | 49,551             | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies                          | 9,160              | 14,718             | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 13,942             | 18,040             | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 4,868              | 5,075              | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments                                   | 15,768             | 43,387             | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward                             | 49,551             | 33,847             | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments           | 49,551             | 33,847             | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets | 59,150             | 59,878             | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

| For Local Councils Only                                    | Yes | No | N/A |   |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) |     | ✓  |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

J. Marley

Date

01/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

# Burniston Parish Council

Tel: Scarborough 870299

EMAIL:  
[clerk@burnistonparishcouncil.org.uk](mailto:clerk@burnistonparishcouncil.org.uk)



Clerk to the Council:  
Mrs J Marley  
Annan  
41 Scalby Road  
Burniston  
Scarborough  
YO13 0HN

## Schedule of Meeting Dates for Burniston Parish Council June 2024 to May 2025

Meetings to be held in Burniston & Cloughton Village Hall on the following dates, commencing at 6.30pm unless otherwise stated:-

|               |                |                        |   |
|---------------|----------------|------------------------|---|
| 6th June 2024 | 4th July 2024  | No meeting August 2024 | 5th Sept. 2024                            |
| 3rd Oct. 2024 | 7th Nov. 2024  | 5th Dec. 2024          | 2nd Jan. 2025                             |
| 6th Feb. 2025 | 6th March 2025 | 3rd April 2025         | 1st May 2025<br>(start not before 6.35pm) |