

BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
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PARISH COUNCIL MEETING

Virtual meeting held on the digital platform "Zoom"

TUESDAY 2nd JUNE 2020 at 7pm

Parishioners Welcome

This will be a virtual meeting of the Parish Council held on the digital platform Zoom.

You can access the meeting by going to Zoom and typing in the meeting ID of 749 1087 3026 and the password 5Lsi8C

AGENDA

All declarations of interest in agenda items to be made by the member, in writing, on the form provided. If unsure, please contact the Clerk on receipt of the agenda.

NOTE: the free version of Zoom is being used and this limits meetings to 40 minutes in length.

1. Apologies to receive & accept.
2. To receive member's declarations of interest in items of business on this agenda.
3. Minutes of meeting of 3rd March 2020 (*enclosed*) to approve and sign.
4. TO NOTE:- due to the Coronavirus pandemic central Government placed the country on lockdown on 23rd March and suspended all face to face council meetings. It also removed the requirement for there to be an Annual Meeting of the Council in May 2020. Legislation has been passed to allow councils to meet virtually and for the Chairman and representatives remain in post until the Annual Meeting of the Council in May 2021.
5. Matters Arising from previous meetings:-
 - a) Burniston Show - update by Cllrs. Hill and Parsons.
6. Correspondence:-
 - a) Correspondence received after 25/5/2020 & requiring a response before next meeting.
7. Planning Matters:-
 - a) Applications and Decisions Received (see attached sheet) - to confirm comments submitted by Clerk using delegated powers and note decision made by planning authority.
8. Finance & Regulatory Matters:
 - a) 2019/20 Accounts (*enclosed. If you have a query on them please let me know BEFORE the meeting*) – to receive, approve & authorise Chairman to sign;
 - b) 2019/20 Annual Return (*enclosed*) – 1] to complete governance statement (Section 1) & authorise Chairman to sign; 4] to confirm figures in accounting statement (Section 2) & authorise Chairman to sign.
 - c) To note & confirm invoices paid since 1st April 2020 (attached).
9. To agree the date of the next meeting (would normally be 7th July).
10. If time is available - to consider any urgent matters from councillors.

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
25th May 2020

MINUTES OF ORDINARY MEETING OF BURNISTON PARISH COUNCIL HELD IN THE VILLAGE HALL ON TUESDAY 3rd MARCH 2020 AT 6.30PM

Present: Councillor A Hill (Chairman)
Councillor P Graves
Councillor PJ Grimwood
Councillor B Marley
Councillor R Parsons
Councillor P Tidd

10 members of public, Mrs J Marley (Clerk).

Absent: Councillor A Backhouse, County Cllr. Bastiman

The Chairman reminded the meeting that filming, photographing or audio recording of the meeting's proceedings was allowed and asked that people wishing to do this notified the Clerk of their intention prior to the start of the meeting. In the interests of encouraging public participation it was requested that people remained seated and did not include members of the public "in shot".

145/19 APOLOGIES FOR ABSENCE: Received & accepted from Councillor A Backhouse and County Cllr. Bastiman (prior commitments).

146/19 DECLARATIONS OF INTEREST. None.

147/19 MINUTES

Having been previously circulated, the minutes of the Council meeting of 4th February 2020 were **approved** as an accurate record and signed by the Chairman of the meeting.

148/19 PROCEDURAL MATTER Standing Orders suspended at 6.32pm for the Public Open Forum.

149/19 PUBLIC OPEN FORUM Members of public were present to ask about the problems with flood water/land drainage affecting properties at the top of Woods Grove and what could be done by the Parish Council. There was a lengthy robust and at times ill tempered debate regarding the issue (which also affected some properties on Dale Close/Limestone Road) and who was responsible for dealing with those problems. It was explained that 1] land drainage law was complex, and the result of historic common law, case law and specific legislation; 2] the Parish Council had no legal powers to solve to the problem, but it could provide support and facilitate discussions between the responsible parties.

At this point, 7 members of public left the meeting

150/19 PROCEDURAL MATTER Standing Orders were resumed at 7.10pm.

151/19 MATTERS RAISED IN PUBLIC OPEN FORUM As the only matter raised in the public open forum related to an item already on the agenda, it was **agreed** agenda item 8a) be taken next.

152/19 CORRESPONDENCE

- a) Email from parishioner regarding flood water/land drainage effecting properties at the top of Woods Grove was **received & noted**. Councillors were sympathetic to the issue but as a council it could only provide support and facilitate discussions between the responsible parties since it had no legal power to act. It seemed several parties could be involved in any solution which was likely to include landowners clearing out their ditches and ponds (ensuring the outlets were also dug out and made fully functional), as well as field drains being repaired and properly routed. SBC's Flood Engineer had offered to help with historical drainage maps, the owner of the field immediately behind the houses was willing to investigate possible solutions. Clerk to write to the landowner of field (believed to be field number 6000) and his agents (cc. the tenant) as well as the Borough Council and the Duchy of Lancaster.

153/19 REPORTS

- a) **Police:** Report **received & noted**.
b) **County:** No report to receive.
c) **Borough:** No report to receive.
d) **Clerk:** Reported limekiln had been repaired.

154/19 MATTERS ARISING FROM PREVIOUS MEETINGS

- a) **Burniston Show Residual funds** [Minute 139/19a) refers] **noted** an open meeting had been held at which about a dozen people had expressed an interest in forming a show committee. The inaugural committee meeting was to be held within the next couple of weeks.
- b) **Changing Council's bankers** [Minute 142/19a) refers] - - verbal report from Clerk **received & noted** the process was now complete.
- c) **Limekiln on Stone Quarry Road** [Minute 143/19 refers] - **noted** this had been repaired.

155/19 CORRESPONDENCE

- a) Correspondence received after 25/2/20 & requiring a response before next meeting - email from NYCC re. central government funding for supporting bus services. **Agreed** to ask for frequency of x93 to be increased to twice an hour in winter timetable.

156/19 PLANNING MATTERS

- a) **Applications received:-** none;
- b) **Decisions received:-** none;
- c) **Planning matters received after 22/2/20:** 1] 20/00460/FL Erect detached dwelling and garage, 64 Limestone Road - **agreed** no objections; 2] 19/02873/HS erect single storey rear extension, 31 Limestone Grove - **granted**.

157/19 FINANCE & REGULATORY MATTERS

- a) **Accounts to Certify**

Having been previously notified, the following were approved for payment via online banking (Cllrs. Hill and Marley to do the online authorisations within 24 hours):-

HMRC	Tax/NI Jan-March	£221-40
J Marley	Web hosting 1/4/19-31/3/20	£30-00
J Marley	Contractual payments 1/4/19-31/3/20	£122-32
B&C village hall	Hall hire 1/10/19-31/3/20	£76-00

A cheque in the sum of £43-32 cash to reimburse petty cash expenditure was **approved** and signed by Councillors Graves and Grimwood.

158/19 COUNCILLOR'S REPORTS:

Cllr. Grimwood thanked the Clerk for the speedy repairs of the limekiln.

Cllr. Tidd reported some of the verges on Scalby Road were being eroded by parked vehicles.

Cllr. Hill reported he had repaired the handrail over the sleeper bridge at the far end of Prickybeck as well as removing the fallen tree and broken picnic bench.

- 159/19 CIRCULATION** Clerks and Councils Direct [March 2020] was handed to Cllr. Tidd for circulation.

There being no further business, the Chairman declared the meeting closed at 8.06 pm.

Burniston Parish Council, virtual Ordinary meeting 2/6/2020 at 1900 hours.

Agenda Item 7:- Planning Matters - to confirm comments submitted and note any decisions received.

App. No.	What	Where	Action	When
20/00360/OL	Outline application, all matters reserved, for new housing development	Land at 40 Limestone Road	Comment "no objections to the principle of site being used for housing development" submitted by Clerk under delegated powers	2/5/2020
20/00394/OL	Outline application, all matters reserved, for new housing development	Land east of Limestone Grove	Comment "no objections to the principle of site being used for housing development" submitted by Clerk under delegated powers	2/5/2020
20/00460/FL	Erect detached dwelling and garage	Land south west of Limestone Grove	Full planning permission granted	21/4/2020
20/00836/HS	Erect single storey side extension	17 Overgreen View	Comment "no objections" submitted by Clerk under delegated powers	19/5/2020

BURNISTON PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2020

(Previous) Year Ended 31 Mar 2019		(Current) Year Ended 31 Mar 2020
£	RECEIPTS	£
7,950.00	Precept	8,500.00
9,794.96	Agency Services: SBC	10,010.44
1,195.33	Agency Services: NYCC	1,195.33
-	Residual funds of Burniston Ag. & Hort. Show Society	23,293.57
144.64	Interest	162.50
142.44	VAT recovered	350.66
<u>19,227.37</u>	Total	<u>43,512.50</u>

£		£
18.76	Printing/Stationery & office equipment	18.64
90.00	Training	115.00
30.00	Website	30.00
291.20	Insurance	344.01
456.00	Subscriptions	461.00
3,426.87	Clerk's salary and allowances 455.12+3027.20	3,482.32
856.60	TAX/NI	870.40
319.81	Pension contributions (see note on page 3)	369.36
30.00	Audit fees	30.00
-	Election fees	150.00
-	Petty cash expenditure	43.32
96.00	Hall hire	96.00
-	Bank charges	18.00
80.00	S. 137 payments (British Legion)	80.00
-	Replace Christmas lights & flag	1034.95
250.00	Donations made (s.142) Scalby Library	250.00
	Agency Services:	
405.37	Public seats	382.00
9,349.83	Roadside verges (£1,557-99 NYCC, £7,274.76, SBC)	8,832.73
513.54	Churchyard	524.84
5,270.67	Parks	4,163.89
825.00	Prickybeck	85.00
621.91	Bus shelters	375.00
160.71	VAT	281.14
<u>23,092.27</u>	Total 22037-60	<u>22,037.60</u>

BURNISTON PARISH COUNCIL

RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2020

(Last) Year Ended 31 Mar 2019 £	SUMMARY	(Current) Year Ended 31 Mar 2020 £
32,021.17	Balance brought forward 1 April	28,156.27
<u>19,227.37</u>	ADD total receipts	<u>43,512.50</u>
51,248.54		71,668.77
<u>23,092.27</u>	LESS total payments	<u>22,037.60</u>
<u><u>28,156.27</u></u>	Balance carried forward	<u><u>49,631.17</u></u>

These cumulative funds are represented by:

203.67	Barclays Bank current a/c	0.00
0.00	Unity Trust current account	15,102.61
<u>216.00</u>	LESS unrepresented cheques at year end	<u>0.00</u>
-12.33		15,102.61
10,000.00	ADD Savings Bonds	10,000.00
1,214.99	Abbey Treasurer's a/c (see reserves note 3)	1,221.97
16,953.61	Barclays Bank Premium a/c	0.00
0.00	Unity Instant Access a/c (see reserves notes 1&3)	<u>23,306.59</u>
<u><u>28,156.27</u></u>	Total	<u><u>49,631.17</u></u>

The above statement represents fairly the financial position of the authority as at 31 March 2020 and reflects its receipts and payments during the year.

Approved by Council: 2nd June 2020

(Chairman)

J. Marley

(Responsible Financial Officer)

BURNISTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2020

ASSETS

At 31 March 2020 the following assets were held:

	Valuation		Valuation
	£		£
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/interpretive boards	1,041.50	Copy of Domesday book	387.34
Misc. street furniture	416.60	Office equipment	686.06

(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 and from 1/4/16 Council has contributed 3.75% and Clerk 4.25% of gross salary. Funds of £1,610-88 previously held within earmarked reserves as a gratuity were transferred into the pension scheme during 2016/17. In the year of account, employees contributions totalled £205-20 and employer's contributions totalled £164-16.

RESERVES

1. The committee of Burniston Agricultural and Horticultural Show decided to disband and the Parish Council offered to take custodianship of the show's assets and residual funds on the basis Council 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. The funds are held in the Unity Trust Instant Access account and are accruing interest therein.
2. Funding from principal authorities for open space work was cut by 250% in 2017. Grass cutting economies compromised the appearance of the village so a 3 year contract (ending March 2021) was awarded - the cost is higher but councillors took a conscious decision to fund the increase from reserves, hence the open space balancing reserve. This action is likely to reduce the level of the general reserve over time and allows for a phased increase of the precept should such a course of action be deemed necessary.
3. Accordingly funds are set aside as follows:-
 - Election cost reserve £1,000
 - Contingency reserve £3,000
 - Open space (balancing reserve) £9,000
 - Local history reserve (Abbey Treasurer's a/c) £1,220
 - Burniston Show Revival reserve (Unity Trust Instant Access a/c) £23,300
 - Remaining funds are held as a general reserve

TENANCIES

During the year the following tenancies were held:-

Council as Tenant:

Landlord	Property	Rent p.a	Repairing/Non Repairing
Duchy of Lancaster	Bus Shelter	£35	Repairing
Duchy of Lancaster	Quiet Area	£35	Repairing

BURNISTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2020 (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 £8-12 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 £9,687-16.

Payee	Nature of Payment	£
British Legion	Donation (in lieu of wreath)	£80-00

AGENCY WORK

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

Principal Authority	Nature of Work	£
Scarborough Borough Council	Parks, playing fields, open spaces	4,248.89
	Highway verges	7,274.76
	Bus/public shelters	375.00
	Churchyards	524.84
	Seats	382.00
North Yorkshire County Council	Highway urban verges	1,557.97

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 2019/20

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 2020, 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
			✓

*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:

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

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.burnistonparishcouncil.org.uk

Section 2 – Accounting Statements 2019/20 for

BURNISTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	32,021	28,156	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	7,950	8,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,277	35,013	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	4,603	4,267	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	18,489	17,771	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	28,156	49,631	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	28,156	49,631	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	51,086	51,363	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 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 Madley

Date

15/04/2020

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

as recorded in minute reference:

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

Burniston Parish Council, virtual Ordinary meeting 2/6/2020 at 1900 hours.

Agenda Item 8c:- to note and confirm invoices paid since 1st April 2020.

Transaction Date	Transaction Time	Description Line 1	Amount	Authorising User	Authorising Date	Authorising Time	2nd Authorising User	2nd Authorising Date	2nd Authorising Time
23-Apr-20	06:28	B/P to: DuchyOfLancaster	-£84.00	PARSONSR2	20-Apr-20	12:04	HILLB	20-Apr-20	16:07
13-May-20	06:25	B/P to: StMaryCloughtonPCC	-£533.76	HILLB	08-May-20	21:00	PARSONSR2	10-May-20	11:25
13-May-20	06:25	B/P to: B&CVillageHall	-£750.00	HILLB	08-May-20	21:00	PARSONSR2	10-May-20	11:25
13-May-20	06:25	B/P to: Came&Company	-£352.83	HILLB	08-May-20	21:00	PARSONSR2	10-May-20	11:25
13-May-20	06:26	B/P to: YLCA	-£435.00	HILLB	08-May-20	21:00	PARSONSR2	10-May-20	11:25