

BURNISTON PARISH COUNCIL

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

Meeting of Council held at 6.30pm on **Thursday 2 January 2025** at Burniston Village Hall.

Members Present: Cllrs Parsons, Grimwood, Hill, Marley, Murray and Topham

Meeting Clerk: Audrey Adnitt (Parish Clerk).

Minutes

Prior to the commencement of the meeting, the Chairman presented a card and gift to the outgoing clerk Mrs J Marley, who was retiring after 21 years of service to the Parish Council. Members thanked Mrs Marley for her hard work and dedication.

Minute	Item
118/24-25	<p>Apologies Apologies were received from Cllr Powell who was unable to attend for personal reasons.</p> <p>RESOLVED: That the apology be accepted.</p> <p>The Chairman advised that a letter had been received from Cllr Tidd advising of his resignation from the Council. Cllr Tidd had been on the council for sixty-five years and was extremely knowledgeable about the village and its history. Members expressed their gratitude for his service and dedication and felt that his contribution would be greatly missed.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none">a. Clerk to write to Mr Tidd on behalf of the Council and thank him for his service.b. Council to consider a potential honorary citizen scheme.
119/24-25	<p>Declarations of interest There were no declarations of interest at this meeting.</p>
120/24-25	<p>Minutes of the Meeting held on the 5th December 2024 RESOLVED: That the minutes be approved as an accurate record and signed by the Chairman.</p>
121/24-25	<p>Public Participation Time There were no Members of the Public present at this meeting.</p>

Signature: Date:

122/24-25

Staffing Related Matters (Non-Confidential)

As follows:

a. Payroll Company

Members were asked to consider engaging a payroll company to process the clerk's salary and deductions. The Clerk advised that the payroll company processed salary payments and paid all the statutory deductions directly to the inland revenue and pension scheme. They produced a monthly breakdown document as well as the payslips, P60's P45 etc which could all be inspected by the auditor. Although there was a monthly charge for the service (£22 per month) it meant that all outstanding monies were paid monthly and mitigated the chance of errors. Many neighbouring parish councils used this service.

A discussion followed and it was **RESOLVED** to engage Nycil (a payroll company located in Scarborough) to process salaries with effect from January 2025.

b. Telephone Contract

The Chairman provided an update, a sim contract with Vodaphone at a cost of £5 per month was proposed to provide a dedicated contact number for members of the public to contact the clerk. Once the contract was in place a suitable handset could then be purchased, It was **AGREED** that Cllr Parson move forward and sign the contract when it was received on behalf of the parish council.

c. Printer/Scanner expenditure

Consideration was given to Parish Council printing costs. The retiring clerk had used a laser printer and invoiced the Council for printing costs on an annual basis. There were various options to consider, and it was **AGREED** to postpone the decision on this issue until further details on last years printing costs were available at the next meeting. (An invoice including a breakdown of all printing costs in 2024 was expected from the outgoing clerk).

d. Standing Orders

Members were asked to note that the regular payment of £318 to J Marley for wages was cancelled after the last payment had been made on the 16th December.

A regular payment of £310 had been set up for the new clerk to commence in January but in view of the decision to made to engage a payroll company the Chairman was asked to cancel this using the online banking system.

Actions

- *Clerk authorised to engage Nycil.*
- *Chairman to progress telephone contract.*
- *Chairman to cancel salary standing order to Mrs Adnitt.*

Signature: Date:

<p>123/24-25</p>	<p>1. Police Report Not available at this meeting.</p> <p>2. North Yorkshire Council Not available at this meeting.</p> <p>3. Parish</p> <p>a. Cllr Grimwood requested an update on when the new notice board would be installed and Cllr Murray advised that it would be put into place in the next week, there had been a delay caused by Christmas holidays. It was suggested that the old notice board be retained for potential future use at the Rocket Station.</p> <p>b. Cllr Topham was pleased to report that had road sweeper been in action down Bridge Close.</p> <p>c. Cllr Parsons reported that the Christmas tree lights would be removed over the weekend, weather permitting.</p> <p>4. Clerk Nothing at this meeting.</p> <p>5. Staffing Committee A meeting of the committee was to be arranged during January.</p> <p>6. Working Groups</p> <p>a. Fracking Working Group The Chairman reported that the Planning Application from Europa Oil was expected during January.</p> <p>b. Rocket Station The Solicitor was currently going through legal process with North Yorkshire Council.</p> <p>c. Policy Working Group Were moving forward with their remit.</p> <p><i>Actions</i></p> <ul style="list-style-type: none"> • <i>Notice Board to be installed.</i> • <i>Clerk to arrange a meeting of the Staffing Committee</i> • <i>Christmas lights to be removed.</i>
<p>124/24-25</p>	<p>Updates from December Meeting</p> <p>a. “Clean up your dog poo” poster campaign Cllr Grimwood advised that she would be contacting KDT Graphics for costings shortly.</p> <p>b. Grit Bins Mrs Marley (retiring clerk) reported on a recent Parish Liaison Meeting she had attended, hosted by North Yorkshire Council (NYC) where this issue was discussed. Following a number</p>

Signature: Date:

	<p>of complaints about the ‘grit bins in limbo’ (former grit bins which NYC had decommissioned but left in place) NYC had relented and were now re-filling those bins for use by all. However, if any additional bins were required in a parish, North Yorkshire Council would not pay for those, it would be up to the Parish Council to judge the request on its merits and fund the purchase and regular filling of the new bin. It was AGREED to wait and see if the reinstatement of the ‘limbo’ bins was sufficient in the village and if any requests were received for additional bins use the matrix and assess the request on an individual basis.</p> <p>c. Dustbin restricting visibility at a junction Mrs Marley (retiring clerk) advised that she had contacted the cleansing team at North Yorkshire Council who were dealing directly with the resident on this matter.</p>
<p>125/24-25</p>	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Government Consultation ‘Strengthening the Standards and Conduct Framework for Local Authorities in England’. This document had been emailed to all in late December and the Chairman advised that he had responded on a personal basis. Because of the length of the consultation and detail within it, it was felt that it would be best to respond as individual parish councillors rather than collectively as a parish council. Members were urged to take part in this important consultation. 2. Locality Grant from North Yorkshire Councillor Bastiman Following the kind offer from Cllr Bastiman to provide £5,000 from his locality budget to fund materials for the rocket station, a form had been received to claim the funds. Members took a vote, and it was unanimously AGREED to accept the offer. The Chairman and Clerk then signed the form. <p><i>Actions</i></p> <ul style="list-style-type: none"> • <i>Members to complete Government Consultation</i> • <i>Clerk to return Locality Grant Application form to North Yorkshire Council</i>
<p>126/24-25</p>	<p>Planning Matters</p> <ol style="list-style-type: none"> a. Applications Received – None since last meeting b. Decisions Received – None since last meeting
<p>127/24-25</p>	<p>Finance The Budget comparison against actual expenditure was document included in the agenda pack was received and noted.</p>

Signature: Date:

128/24-25	<p>Accounts to Certify The following payments were authorised to be made.</p> <table border="1"> <tr> <td>J Marley</td> <td>£269.95</td> <td>Contractual payments at the end of employment.</td> </tr> <tr> <td>WPJ & J Flinton</td> <td>£247.50</td> <td>Extra Verge Cutting</td> </tr> <tr> <td>HMRC</td> <td>£285.80</td> <td>Tax for Oct to Dec 24</td> </tr> </table> <p>Cllrs Parsons and Hill were to authorise these payments on the online banking system.</p>	J Marley	£269.95	Contractual payments at the end of employment.	WPJ & J Flinton	£247.50	Extra Verge Cutting	HMRC	£285.80	Tax for Oct to Dec 24
J Marley	£269.95	Contractual payments at the end of employment.								
WPJ & J Flinton	£247.50	Extra Verge Cutting								
HMRC	£285.80	Tax for Oct to Dec 24								
	Next Meeting									
129/23/24	<p>Date and Time of Next Meeting The next meeting of Council would take place on Thursday 6th February 2025 at 6.30pm.</p>									

Meeting started 6.30 pm and closed at 7.40 pm.

Document published on

Signed:

Print Name:

Date:

Signature: Date: