

BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299

Email: clerk@burnistonparishcouncil.org.uk

PARISH COUNCIL MEETING Thursday 6th June 2024 at 6.30pm Burniston & Cloughton Village Hall

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.

1. Apologies to receive & accept reasons.
2. To receive member's declarations of interest in items of business on this agenda.
3. Minutes of meeting of 9th May 2024 (*enclosed*) to approve and sign.
4. Public Open Forum.
5. To consider matters raised in the Public Open Forum & if appropriate, agree action.
6. Reports to receive (as available) & agree action – Police, Unitary, Parish, Clerk.
7. Draft minutes of 2024 Parish Assembly (*enclosed*) to confirm as accurate.
8. Updates on matters from earlier meetings:-
 - a) Village grass cutting [*Minute 6/24c*] refers] Cllr. Hill to report.
 - b) The Green [*Minute 21/24*] refers] Clerk to update.
 - c) Page on NextDoor [*Minute 23/24c*] refers] Cllr. Topham to report.
 - d) Coastguard building [*Minute 23/24d*] refers] Cllr. Parsons to report on Open Evening and propose next steps.
 - e) Grit bins [*Minute 23/24f*] refers] Cllrs. Hill and Topham to report.
 - f) 24/25 plan [*Minute 24/24b*] refers] –to consider details of reserves (*enclosed*) & agree action.
 - g) Terms of Reference for Staffing Committee [*Minute 24/24d*] refers] - example from YLCA enclosed for consideration.
 - h) Prickybeck [*Minutes 23/24a*] and [*24/24f*] refer] Cllrs. Powell & Topham to report.
9. Items of concern raised by parishioners:-
 - a) Removal of nearly 200 yards of mature field hedge on Limestone Road during bird nesting season - to note this has been referred to Planning and agree action as appropriate;
 - b) Advertisement hoarding in field adjacent A165/A171 roundabout – to agree action as appropriate.
10. Correspondence received after 1/6/24 & requiring a response before next meeting – to agree action as appropriate.
11. Planning Matters:-
 - a) Applications Received (to agree comments):-
 1. ZF24/00154/FL Convert outbuilding to create 1 holiday let (Unit A), erect 1 holiday let (Unit B) following demolition of outbuilding, Beaconsfield Farm, South End;
 2. ZF24/00378/FLA Vary condition 1 of 22/00407/FL so as to alter the windows, porch, and internal layout, Orchard House 4 Wandales Road;
 3. ZF24/00487/FL Demolish existing dwelling, erect replacement, 38 Limestone Road;
 4. ZF24/00666/FL Retrospective application for partial rebuilding and repair to agricultural building, Holme field, Scalby Road;
 5. ZF24/00734/HS Erect single storey extension to front, 4 South View.
 - b) Decisions Received (to note):-
 1. ZF23/01919/FL Widening and re-surfacing of parts of the Cinder Track between Burniston and Cloughton - granted with conditions.
 2. 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) To agree comments/note any planning matters/decisions received after 1/6/24.

12. Finance & Regulatory Matters – none at preparation of agenda.
13. Accounts to Certify:- Village Hall (Rocket station open evening display) £13.50;
Sneakytrick (Web hosting and support) £195-00.

J. Marley

J. Marley (Mrs)

Clerk to the Parish Council

1st June 2024

**MINUTES OF ANNUAL MEETING OF BURNISTON PARISH COUNCIL HELD IN THE
VILLAGE HALL ON THURSDAY 9th MAY 2024 AT 6.29PM**

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

One member of public (left 6.38pm), Mrs J Marley (Clerk).

Absent: Cllrs. B Marley, C Murray, North Yorkshire Unitary Cllr. D Bastiman.

13/24 **ELECTION OF PARISH COUNCIL CHAIRMAN** Resolved that Cllr. Parsons be elected Chairman for the forthcoming year.

14/24 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Received Cllr Parsons' signed declaration of acceptance of office, countersigned by the Clerk as Proper Officer.

15/24 **ELECTION OF VICE CHAIRMAN**
Resolved Cllr. Topham be elected Vice Chairman for the forthcoming year.

16/24 **ELECTION/CONFIRMATION OF REPRESENTATIVES/OFFICERS**
Representatives/officers were **agreed** as follows:

Coastal Forum	Cllr. Marley
YLCA	Cllrs. Hill and Parsons
Burniston & Cloughton Village Hall Committee	Cllr. Grimwood
Heritage Coast	As available
Friends of the Railway	Cllr. Topham

17/24 **APOLOGIES:-** Received & accepted from Cllr. B Marley (health), Cllr. C Murray (personal commitment).

18/24 **DECLARATIONS OF INTEREST:** received from Cllr. Grimwood (pecuniary, agenda item 12a), see Minute 24/24a).

19/24 **MINUTES**
Having been previously circulated, **resolved** the minutes of the Council meeting of 4th April 2024 be **approved** as an accurate record and authorised for signature by the Chairman.

20/24 **PUBLIC OPEN FORUM** Matters raised included grass at The Green not being cut; old play equipment at The Green; Council minutes needing more background information instead of just the decisions taken.

21/24 **MATTERS RAISED AT PARISH ASSEMBLY & IN PUBLIC OPEN FORUM** The grass at The Green had been cut that day. **Resolved** Clerk to find out from NYC 1] if they would be cutting the grass regularly, 2] what was to happen with the swing structure now the seats had been removed, 3] what was to happen with the disused basketball pole. The comment re. the minutes was **noted**.

The member of public left the meeting at this point.

22/24 **REPORTS**

- a) **Police:** the report for incidents during April had been circulated with the agenda and was **received**.
- b) **Unitary:** no report to receive.
- c) **Parish:** Cllr. Tidd reported two damaged fire hydrant notices on Burniston Gardens. Also reported 1] ponding A171 southbound near Ash House (gully not at low point) and A171 northbound near 38/40 Scalby Road (slow running gully); 2] why no tactile paving at the dropped kerbs at the bottom of Overgreen Lane; 3] problems persist with Lindhead Road flooding right across near Highland Farm – Clerk to report all to Highways and escalate 3] to ward councillor and highways manager.
- d) **Clerk:** No matters to report.

23/24 **UPDATES ON ITEMS FROM EARLIER MEETINGS**

- a) Costings, Prickybeck interpretive board [*Minute 154/23c*] refers] – deferred to the agenda item on Prickybeck - see minute 24/24f);

- b) Balsam removal [*Minute 7/24a) refers*] – **noted** update by Clerk that to date 4st 6lb of balsam had been picked and removed from the site by Mr Kendall;
- c) Page on NextDoor [*Minute 7/24b) refers*] – **noted** update by Cllr. Topham – she was still trying to get a page, the current debate was whether we were a business or a community organisation;
- d) Coastguard building [*Minute 7/24c) refers*] – **noted** verbal update by Cllr. Parsons. A prolonged debate ensued. **Resolved** Council should find out from the public what their views were on Council's proposals before making a final decision so an Open Evening in the village hall to be held week beginning 27/5/24 (Clerk/Chairman to arrange). Cllr. Topham now added to Task & Finish Group [*Minute 81/23b) refers*];
- e) Pavement parking [*Minute 8/24 refers*] – update by Cllr. Parsons – no progress made to date;
- f) Grit bin matrix/location [*Minute 11/24c) refers*] – Cllr. Hill and Topham had produced an amended/updated draft matrix to all councillors, item to be considered at June meeting;

24/24 **AGENDA ITEMS REQUESTED BY COUNCILLORS**

- a) Tree guards (Cllr. Grimwood). Cllr. Grimwood had declared a pecuniary interest in the matter [*see Minute 18/24*] and took no part in the discussion or vote. **Resolved** Cllr. Topham be reimbursed £14-99 for the expandable protectors she had bought.
- b) 24/25 plan – to include level of reserves (Cllr. Parsons). **Resolved** defer to June for details of reserves to be available.
- c) Policies and procedures (Cllr. Parsons). **Resolved** these to be done on a piecemeal basis by a Working Group (to comprise Cllr. Parsons, Topham and one other as yet unknown person).
- d) Staffing Committee (Cllr. Parsons). **Resolved** to comprise Cllr. Grimwood, Hill and Topham. Draft Terms of Reference to be considered at June meeting.
- e) IT & email systems (Cllr. Topham). Report (*circulated with agenda*) was **received & resolved** the IT and email systems be considered by the policies and procedures working group.
- f) Prickybeck (Cllr. Topham). Cllr. Powell gave an update of what could be planted (bluebell/narcissi and various wild flowers by seed or within seeded turf. **Resolved** expenditure to a maximum of £150 ex VAT be approved for flower/plants, invoices to be in Council's name or Cash so VAT could be reclaimed. No costings for interpretive board to hand.

25/24 **CORRESPONDENCE**

- a) Correspondence received after 30/4/24 & requiring a response before next meeting – none.

26/24 **PLANNING MATTERS**

- a) **Applications Received:-**
 1. ZF24/00443/HS Erect two storey side extension replacing existing conservatory and single storey side extension at 2 Limestone Road - **agreed** no objections;
- b) **Decisions received & noted:-**
 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 with conditions**.
 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 with conditions**.
 6. ZF23/02104/HS Erect single storey rear extension and enlarge detached garage, 86 Limestone Road – **granted with conditions**.
- c) **Planning matters received after 1/5/24:-** None.

27/24 **FINANCE & REGULATORY MATTERS**

- a) 2023/24 Accounts (*circulated with agenda*) – **received & approved**; Chairman **authorised** to sign;
- b) 2023/24 Annual Return (*circulated with agenda*) – 1] **Resolved** Annual Internal Audit Report be **received & noted**; 2] **Resolved** Annual Governance Statement (Section

1) be **completed** & Chairman **authorised** to sign; 3] **Resolved** Accounting Statements (Section 2) be **approved** & Chairman **authorised** to sign; 4] **Resolved** public inspection period to be 3/6/24 to 12/7/24 inclusive and documents necessary to ensure compliance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities to be published as necessary.

- c) **Resolved** R A Carey be confirmed as internal auditor for 2024/25.
- d) Standing Order to Countrywide – amendment needed to standing order in payment for the current year’s grass cutting etc (set up as £1,568-02 payable 15h day monthly from 15th April 2024 to 15th October 2024 inclusive) – **resolved** amount to be amended to £1,568-26.
- e) Schedule of meetings till May 2025 [*list circulated with agenda*]. **Resolved** meetings to be held Burniston & Cloughton Village Hall commencing 6.30pm (unless otherwise stated) on 6/6/24, 4/7/24, 5/9/24, 3/10/24, 7/11/24, 5/12/24, 2/1/25, 6/2/25, 6/3/25, 3/4/25, 1/5/25 (start not before 6.35pm). Clerk to place Schedule on noticeboards.

28/24 **ACCOUNTS TO CERTIFY** – Having been previously notified/agreed, the following were approved for payment via online banking (Cllrs. Hill and Parsons to do the online authorisation within 24 hours):-

R. Carey	Internal audit 2023/24 accounts	£30-00
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	24/25 insurance	£300-00
YLCA	24/25 membership fee	£475-00
Sneakytrick	Domain renewal	£10-00

There being no further business, the Chairman declared the meeting closed at 8.53 pm.

DRAFT
 for approval
 6/6/24

MINUTES OF ANNUAL ASSEMBLY OF BURNISTON PARISH HELD IN BURNISTON & CLOUGHTON VILLAGE HALL ON THURSDAY 9th MAY 2024 AT 6.15PM

Present & able to vote as on electoral roll for parish:

Cllr. R Parsons (Chairman of Burniston Parish Council)
P Grimwood, S Goodall, A Hill, V Powell, P Tidd, C Topham

Mrs J Marley (Clerk to the Parish Council) to take minutes.

- A1/24** **ELECTION OF CHAIRMAN** –Not required as Chairman of Parish Council present.
- A2/24** **APOLOGIES FOR ABSENCE** – Mr B Marley and Mr C Murray (personal commitments).
- A3/24** **MINUTES**
Having been previously circulated, the minutes of the Annual Assembly of 4th May 2023, having been confirmed as accurate at a Parish Council meeting held on 1st June 2023, (Minute 43/23) refers, were **approved**.
- A4/24** **PUBLIC OPEN FORUM** No matters raised.
- A5/24** **ANNUAL REPORT BY CHAIRMAN OF PARISH COUNCIL** – Cllr. Parsons' report contained mentions in respect of the creation of the new Unitary Authority on 1st April 2023, planning applications commented upon, the grants made to disburse the residual funds of Burniston Show, improving the appearance of Prickybeck, new housing developments in the village, problems with vehicles being parked on the pavements, attempts to find a permanent home for the parish council in what used to be known locally as the Rocket Station (latterly used as the Coastguard Station), widening communications with parishioners by the use of social media websites such as Facebook, liaising with other agencies and ensuring the village's verges looked neat and tidy.
- A6/24** **ANY OTHER REPORTS** None.

There being no further business, the Chairman declared the Parish Assembly closed at 6.40pm.

Richard Parsons, Parish Council Chairman
9th May 2024

Figures for Reserves and Funds held at Bank are as at 31/3/24 year end

Amount (£)	Received from	Where banked	Earmarked Y/N	Earmarked for	purpose	Precept income 24/25 Y/N	Model agreement income 24/25 Y/N
£10,000-00	N/A	NS&I Bonds	N	Long term reserve	As earmarked	N	N
£1,269-00	N/A	Skipton BS	Y	Historical projects in Parish	As earmarked	N	N
£1,000-00	N/A	Unity bank account	Y	Parish election costs	As earmarked	N	N
£3,000-00	N/A	Unity bank account	Y	Contingencies	As earmarked	N	N
£1,200-00	N/A	Unity bank account	Y	Verge cutting	As earmarked	N	N
£2,000-00	N/A	Unity bank account	Y	Open Space	As earmarked	N	N
£6,000-00	N/A	Unity bank account	Y	Unitary Impact/Loss of Model Agreement	As earmarked	N	N
£4,832-09	N/A	Unity bank account	N		General reserve/running costs	N	N

NOTE – the parish election reserve is too small, 23/5/24 NYC confirm cost of £3,500 to £4,500.

Funds guaranteed to be received during 2024/25:- Precept £18,043 Model Agreement £10,844.96

..... PARISH COUNCIL

TERMS OF REFERENCE

STAFFING COMMITTEE

Date of adoption]

[Review date]

Purpose of Staffing Committee

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the *[full council or finance committee]* unless stated otherwise.

Membership and voting –

(To be elected annually at the Annual Meeting of the Parish Council each year in May)

1. The Committee will consist of X councillors *[define the number of members but no less than 3]*.
2. At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a Chair.
[Note – ensure that the process defined at (1) above concurs with the process set out in the council's Standing Orders].
2. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
3. Members of the Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

Convening

The Clerk will convene Staffing Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the council in perpetuity.

Meetings

Meetings will be held in accordance with the council's Standing Orders.

Quorum

The quorum of the Committee will be *[define the quorum – this can be any number as committee quorum is not legislated for but not less than two members. For obvious reasons, NALC recommends a quorum of three members or more]*.

Documentation

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

Accountability

The Staffing Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.

Remit of the Committee

1. To establish and keep under review the staffing structure in consultation with the *[full council or finance committee]*
 2. To create personnel folders for each employee and ensure these are kept up to date.
 3. To draft, implement, review, monitor and revise employment policies for staff.
 4. To administer and manage the recruitment process including:
 - agreement of the application pack to include a job advert, job description, person specification and application form.
 - short listing of candidates
 - setting an interview date and carrying out interviews
 - select a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment and agree salary to be offered).
 - Chair of staffing committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
 - Chair of staffing to obtain references
 - Chair of staffing to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
 5. Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full council and this body will decide these.
 6. To arrange the execution of new employment contracts.
 7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 3 above).
 8. The committee will be the line manager of the Clerk.
The committee will a councillor who will have responsibility for day to day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.
The liaison councillor will arrange and lead on appraisals for the Clerk.
The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.
The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph 8 below.
- [YLCA note for councils (remove from policy before adoption) - Make sure that policies such as the sickness policy and absence policy of the Council reflect that the Clerk must contact their 'liaison councillor' if they are poorly and cannot work, or wish to arrange annual leave. The policies need to interact well in this way]*
9. To establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.
 10. To manage the process leading to the redundancy of staff.
 11. To monitor and address regular or sustained staff absence.
 12. To make recommendations on any staffing related expenditure to the *[full council or finance committee]*
 13. To consider any appeal against a decision in respect of pay.
 14. To handle grievance or disciplinary matters (and any appeal (different councillors) in accordance

with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.

15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis [*determine the month of the year for consistency*].
16. To implement, monitor and review staff pension arrangements.

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

Review

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the full council.

Adopted by _____ Council at its meeting on _____

Review date: _____