

# BURNISTON PARISH COUNCIL

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

Ordinary Meeting of Council held at 6.30pm on **Thursday 5 June 2025** at Burniston and Cloughton Village Hall.

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

**Also present:** There were two members of the public present at this meeting.

Meeting Clerk: Audrey Adnitt (Parish Clerk).

## Minutes

Minute	Item
032/25-26	<b>Apologies</b> Apologies were received from Cllr Powell for personal reasons and North Yorkshire Cllr Bastiman who had another engagement.  <b>RESOLVED: To accept these apologies.</b>
033/25-26	<b>Declarations of interest</b> There were no declarations of interest at this meeting.
034/25-26	<b>Public Participation Time</b> There were no questions or comments at this meeting.
035/25-26	<b>Minutes of the Annual Parish Meeting and the Annual Meeting held on the 1<sup>st</sup> May 2025</b>  <b>RESOLVED:</b> That the minutes be approved as an accurate record and signed by the Chairman, subject to a minor amendment to minute no. 024/25-26 Planning Matters with the insertion of the word 'approve'.
	<b>Reports to Council</b>
036/25/26	<b>North Yorkshire Police Report</b> The report from North Yorkshire Police has been previously circulated and gave details of crime figures and an update on operation trail blaze, which was an initiative aimed at addressing the increasing issue of anti-social and illegal use of off road 4 x 4 vehicles and motorbikes.
037/25/26	<b>Report from North Yorkshire Councillor Derek Bastiman</b>

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	<p>Cllr Bastiman was unable to attend the meeting this evening due to a prior engagement, but he could be contacted by email should anyone wish to advise him of any concerns.</p>
<p><b>038/25/26</b></p>	<p><b>Updates from Parish Councillors</b></p> <p>As follows:</p> <p><b>Cllr Clare Topham</b> As follows:</p> <ul style="list-style-type: none"> <li>• The footpath on Rocks Lane was so overgrown now that people were being forced to walk on the road. The Clerk was to contact the Duchy of Lancaster again with this safety concern.</li> <li>• Alison Hume MP had met with several groups recently regarding the gas drilling application, and she had offered to meet with Burniston Parish Council. Member's views were sought and it was <b>AGREED</b> that they would like to meet with the MP. Cllr Topham was to contact the Ms Hume's office and make a suitable arrangement.</li> <li>• Cllr Topham would like to attend the YLCA's 'Chairing Skills' training course, which the Clerk was asked to arrange.</li> </ul> <p><b>Cllr Alan Hill</b> Cllr Hill had received an invitation to 'Cut the Ribbon' at the opening of the Lovell Homes development on Friday 4<sup>th</sup> July. Members felt it was important to welcome new residents to the village and so it would be nice if all Parish Councillors attended the event.</p> <p><b>Cllr Bob Marley</b> Cllr Marley shared his concerns about pollution and dirt from heavy goods vehicles which was deposited in gardens.</p> <p>He also felt that there was a problem with sewerage leaking into a ditch close to his home from septic tanks.</p> <p><b>Cllr Pam Grimwood</b> As follows:</p> <ul style="list-style-type: none"> <li>• Cllr Grimwood said she had priced replacement tubs for the war memorial, they would be £50 each from the garden centre and were around £30 each online.</li> <li>• The seat over the Beck towards the quarry was rotten and needed a new base board. Cllr Grimwood kindly agreed to measure the rotten base, and Cllr Murray advised he had some timber which could be cut to fit.</li> </ul> <p><b>Cllr Lyn Wimbush</b> Reported that the graffiti on the bridge by Rocks Lane had still not been removed and the Clerk was asked to follow up that complaint with NYC Cleansing department.</p>

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Cllr Wimbush would like to attend the YLCA's 'Off to a Flying Start' Training which the Clerk would arrange.

**Cllr Clive Murray**

Advised that he would be weeding the gully above the new noticeboard shortly and he would be happy to assist with removing the old noticeboard, although there was an issue to be overcome regarding the electricity supply for Christmas lights.

He also felt that the 'anti-fracking signs' dotted around the village should be removed as it wasn't very welcoming for new residents or potential homebuyers for the new properties. This view was not shared by other Members.

**Cllr Richard Parsons**

As follows:

- Despite reporting the overgrown gully between High St and Overgreen View to North Yorkshire Council, the work had not been done. The Clerk was asked contact NYC again and also suggest that the Parish Council's contractor could be asked to carry out the work on behalf of NYC and invoice NYC directly.
- Foxholes Parish Council were awaiting a gas drilling application from NYC Planning Services and this was causing concern in the village. The Chairman kindly offered to attend one of their parish council meetings and share knowledge and experiences on this subject.
- The Council was very busy at the moment with lots of projects underway and so the Chairman asked Members to consider holding a Parish Council meeting in August this year. This would be an agenda item for the next meeting.

**ACTIONS:**

- a. Clerk to contact Duchy of Lancaster with Health and Safety concerns caused by the overgrown vegetation on Rocks Lane.
- b. Clerk to book places on training courses for Cllrs Topham and Wimbush.
- c. Clerk to contact Altitude Marketing (working on behalf of Lovell Homes) regarding the event on the 4<sup>th</sup> July.
- d. Remind NYC Cleansing Department of the graffiti issue on the bridge by Rock's Lane.
- e. Contact NYC regarding the overgrown gully between High St & Overgreen View.
- f. Extend the Invitation to Foxholes Parish Council.
- g. Check the availability of the Village Hall for a potential meeting in August.

039/25-26	<p><b>Report for Parish Clerk</b> The report had been previously circulated with the agenda papers and gave updates on actions undertaken since the last meeting.</p>
040/25-26	<p><b>Updates from Working Groups</b></p> <p><b>Staffing Committee</b> Cllr Hill advised that two items would be discussed later in the agenda.</p> <p><b>Coastguard Station Working Group</b> Cllr Parsons advised that the legal work had been completed by North Yorkshire Council and had been returned to the parish council's solicitor. The next step would be to complete a planning application for 'change of use' for the premises for which there would be a cost. Members <b>AGREED</b> to proceed with the Planning Application process.</p> <p><b>Drilling Working Group</b> The Chairman reported that the group had met with the MP recently. The next steps would be to set up a petition and give a brief response to Europa's comments on the Parish Council's objection to the application.</p> <p><b>IT Working Group</b> See minute no. 043/25-26</p>
041/25-26	<p><b>Closure of Footpath</b> A complaint had been received following the closure of this footpath and the inconvenience it was causing to local residents, and a resident has asked for the issue to be discussed at the meeting. In the interim an update has been received from the village hall committee who were working hard to resolve the issue.</p> <p>The original land had been sold and fenced off by the new owner on safety grounds. The Village Hall Committee had met with another landowner who had agreed to have a permissive way on his land in close proximity to the original path. The landowner was seeking a small contribution of £25 from the parish council to help with the costs of installing a tunnel in a hedge and a small fence in order to open the new route.</p> <p>Members felt that this was a good solution to the issue, although it was noted that the footpath was in Cloughton.</p> <p><b>RESOLVED:</b> That the Council contribute the £25 requested towards the preparation of the new path.</p>
042/25-26	<p><b>Grass Cutting 2025</b></p>

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<p><b>042/25-26</b></p>	<p>There had been four responses from the Grass Cutting Tender exercises and Members were asked to consider their quotes for the three-year contract for the period ending on the 31 December 2027.</p> <p>To assist, the Clerk had prepared a spreadsheet giving the details of the quotes but anonymising the details of the contractors and score sheets were provided to all.</p> <p>The Tender was awarded on the results of the scoring exercise.</p> <p><b>RESOLVED:</b> As follows:</p> <ol style="list-style-type: none"> <li>a. That the Tender be awarded to the Contractor who had scored the highest in exercise SCS Groundcare Ltd.</li> <li>b. That the Clerk invite SCS Groundcare to meet with the Members of Grass Cutting Tender Working Group prior to commencing the first cut in June, to ensure clarity on the maps provided.</li> <li>c. That the clerk advise the other three contractors of the Council's decision and thank them for their submissions.</li> </ol>
<p><b>043/25-26</b></p> <p><b>043/25-26-1</b></p>	<p><b>Computer Systems</b> Cllr Topham provided an update as follows:</p> <p>The IT Working Group were looking at ways to improve the Council's system and this had become a more urgent issue following a recent security breach of the Council's laptop.</p> <p>Members of the group have met with one computer company this afternoon and have a meeting with a further company next week.</p> <p>Members were asked to consider the group's recommendations as follows:</p> <ol style="list-style-type: none"> <li>a. To purchase a licence for Microsoft Office 365. This would enable the Council to have a new cloud storage system and a 'sharepoint' which would enable Members to log in and view the Council's documents stored in a central location.</li> <li>b. Members would retain their current email addresses but move away from the current stackmail system and have a different server.</li> <li>c. Invest in a new website for the Parish Council as part of the IT update.</li> <li>d. As well as start up costs there would be small monthly costs for the group 365 licence required.</li> </ol> <p><b>RESOLVED:</b> Members agreed that the security breach was a serious concern and that a new system would be much more secure and robust.</p>

	<p>The proposals would be appropriate for the work of the council going forward and that a budget of £1500 was <b>AGREED</b> to bring the project to fruition.</p>
<b>044/25-26</b>	<p><b>Council Seating</b>  There were twenty-eight seats listed on the asset register, but there wasn't any information about their locations and condition.</p> <p>Cllr's Murray, Wimbush and Marley kindly volunteered to set up a working party, to locate, photograph and note the condition of the benches so that accurate records and a maintenance plan could be produced.</p>
<b>045/25-26</b>	<p><b>Pricky Beck</b>  Members considered how best to deal the balsam which was an ongoing problem, particularly in the wooded area.</p> <p>It was <b>AGREED</b> to ask the new Contractor SCS Groundcare Ltd if they could assist as they had the appropriate licences for this work.</p> <p>The Grass Cutting Committee Members would highlight the area when they met with contractors regarding the grass cutting contract.</p>
<b>046/25-26</b>	<p><b>Correspondence</b>  None since the last meeting.</p>
<b>047/25-26</b>	<p><b>Planning Matters</b>  <b>Review planning applications received.</b>  None since the last meeting.</p>
<b>048/25-26</b>	<p><b>Planning Matters</b>  <b>To note any decisions received.</b>  Members were asked to note the decision notices received since the last meeting.</p> <ul style="list-style-type: none"> <li>a. Retrospective change of use to residential, levelling of land and erection of boundary fence at Rosebank Cottage, 15 Laurel Close. Burniston (<b>22/01716/HS</b>) - <i>Permission Granted</i></li> <li>b. Erection of single &amp; double storey rear extension, installation of 1 no. dormer to front slope and 1 no. dormer to rear roof slope at 21 Stone Quarry Road, Burniston (<b>ZF25/00326/HS</b>) – <i>Permission Granted</i></li> </ul>
<b>049/25-26</b>	<p><b>Financial Matters</b>  The Current Account balance was currently £19,162.89, and the Investment Account Balance is £33,869.94.</p> <p><b>Accounts to Certify</b>  The following payments were authorised to be made.</p>

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	<table border="1"> <tr> <td>Countrywide Grounds</td> <td>£900</td> <td>Grass Cutting April</td> </tr> <tr> <td>Duchy of Lancaster</td> <td>£6</td> <td>Rent increase for bus shelter</td> </tr> <tr> <td>Active IT Services</td> <td>£75</td> <td>IT Support</td> </tr> <tr> <td>Audrey Adnitt</td> <td>£113.87</td> <td>Mileage for five meetings plus stationery and stamps</td> </tr> <tr> <td>Countrywide Grounds</td> <td>£900</td> <td>Grass Cutting May</td> </tr> </table> <p>Cllrs Parsons and Hill were to authorise the payment via the online payment system.</p>	Countrywide Grounds	£900	Grass Cutting April	Duchy of Lancaster	£6	Rent increase for bus shelter	Active IT Services	£75	IT Support	Audrey Adnitt	£113.87	Mileage for five meetings plus stationery and stamps	Countrywide Grounds	£900	Grass Cutting May
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<b>050/25-26</b>	<p><b>Skipton Building Society</b>  There was currently £1312.01 in this account and the funds had been bequeathed to the Council many years ago by the former Historical Society. Members were to consider the best use of these funds and if they could be used for a historical project in the village.</p> <p>The Clerk had looked back through the Council's minute books up to June 2003 and could find no mention specifically of these funds.</p> <p>Members considered this at length and felt the money could be put to best use on historical projects in the village, such as the restoration of the war memorial and a display of old photographs in the coastguard stations.</p>															
<b>050/25-26</b>	<p><b>RESOLVED: That the Skipton Building Society account be closed and the funds earmarked within general funds for historical projects.</b></p>															
<b>051/25-26</b>	<p><b>Insurance</b>  The Clerk had requested a quote to increase the insurance cover as suggested by the Internal Auditor.</p> <p>A form had been completed providing further information, but the revised quote was still awaited from Zurich Insurance.</p> <p>A further update would be brought to a future meeting.</p>															
<b>052/25-26</b>	<p><b>Any other matter the Chairman considers is urgent.</b>  An email had been received regarding the cutting of the verges in the outlying areas of the village which had been carried out by the same contractor over recent years.</p> <p>It was <b>AGREED</b> to ask the contractor to provide a quote to carry out one cut of this year toward the end of July or in early August.</p>															

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<b>053/25-26</b>	<b>Exclusion of Press and Public</b> Members resolved to exclude Members of the Public during the consideration of the next item as it related to staffing matters.  This is in accordance with the Public Bodies (admission to meetings) Act 1960, members of the press and public were excluded for the following business in view of the confidential nature.
<b>054/25-26</b> <b>055/25-26</b>	<b>Clerks Probationary Period and Staff Pension</b> Confidential Minutes
	<b>Next Meeting</b>
<b>056/25/26</b>	<b>Date and Time of Next Meeting</b> The next ordinary meeting of Council would take place on Thursday 3rd July at 6.30pm in Burniston and Cloughton Village Hall.

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

Document published on

**Signed:** .....

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

**Date:** .....

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