

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 6 February 2025** at Burniston Village Hall.

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

Also present: North Yorkshire Councillor Derek Bastiman and two officers from North Yorkshire Police

Meeting Clerk: Audrey Adnitt (Parish Clerk).

Minutes

Minute	Item
130/24-25	Apologies There were no apologies at this meeting.
131/24-25	Declarations of interest There were no declarations of interest at this meeting.
132/24-25	Public Participation Time There were no Members of the Public present at this meeting.
133/24-25	Minutes of the Meeting held on the 2nd January 2025 RESOLVED: That the minutes be approved as an accurate record and signed by the Chairman.
134/24-25	Vacancy for Parish Councillor The Chairman reported that notification had been received from North Yorkshire Council Elections Department that there had been no call for an election, and so the Council were free to fill the vacancy by co-option. It was AGREED to advertise the vacancy on the parish noticeboards, on the Council's website and on Facebook. <i>Actions</i> <ul style="list-style-type: none">• Clerk to prepare a notice to advertise the vacancy.
	REPORTS TO COUNCIL
135/24/25	North Yorkshire Police Report

Signature: Date:

	<p>PC Anna Wilkinson and her colleague attended the meeting and reported on the current crime figures which remained low although there had been several motoring offences recently.</p> <p>Operation Trailblaze was currently ongoing to tackle the use of off-road vehicles in forestry areas which was having an impact on the both the forestry and wildlife.</p> <p>Members were given to opportunity to sign up for the community messaging service, and it was also suggested that Mill Lane, Cloughton would be a good location for the speed watch volunteers to consider.</p>
<p>136/24/25</p>	<p>Report from North Yorkshire Councillor Derek Bastiman Cllr Bastiman updated Members on the following issues:</p> <ol style="list-style-type: none"> 1. Avian Bird Flu continued to be an issue and North Yorkshire Council had extended a 3km exclusion zone for the whole of the county. 16,000 turkeys had been culled on one farm in recent weeks. 2. North Yorkshire Council had issued a list of sites for developer interest which included the former Atlantis site and the car park at the old swimming pool in Scarborough. 3. Trading Standards had successfully prosecuted a bogus trader operating in the Scarborough area recently. 4. Members were urged to complete the online consultations currently underway on the North Yorkshire Council website. The subjects were Dog Walking on the Coast (closing date 17 March) and Taxi's with wheelchair access (closing date 30 April). <p>Members took the opportunity to ask further questions in relation to bird flu and the x94 bus service.</p> <p>The Chairman thanked Cllr Bastiman for attending and Cllr Bastiman left the meeting after his report.</p>
<p>137/24/25</p>	<p>Updates from Parish Councillors As follows:</p> <p>Cllr Alan Hill Cllr Hill reported on the sites for development information provided by North Yorkshire Council, there were two sites in Burniston on the list. One off Rocks Lane by the Beck and one off Wandales.</p> <p>Cllr Clare Topham Reported that fencing work was being carried out on the footpath by Maryleaf Walk.</p> <p>Cllr Clive Murray That the wall where the new notice board was to be sited had been re-pointed. It was hoped that the sign would be installed in the next couple of weeks, but if there were any further delays it was AGREED that Cllrs Murray and Parsons would carry out the work themselves.</p>

	<p>Cllr Pam Grimwood Nothing to report.</p> <p>Cllr Bob Marley Nothing to report.</p> <p>Cllr Vic Powell Wished to give her apologies for being absent at recent meetings due to personal circumstances.</p>
138/24-25	<p>Report for Parish Clerk The report had been previously circulated with the agenda papers and gave updates on actions undertaken since the last meeting.</p>
139/24-25	<p>Report from the Chair of Staffing Committee Cllr Hill reported on the recent meeting of the Staffing Committee which had taken place on the 17th January.</p> <p>The induction of the new clerk was going well. Work was ongoing to source a pension scheme and to incorporate all staffing policies into a staff handbook.</p>
140/24/25	<p>Updates from Working Groups</p> <p>A. Policy Working Group The Policy Working Group had been working hard to bring the mandatory policies up to date. The Group had reviewed each policy (which had been circulated to all prior to the meeting). The policies below were considered in turn, and it was AGREED to adopt each policy and review them again in one years' time. The new policies had been produced using the recommended NALC (National Association of Local Councils) templates with relevant modifications.</p> <p>Asset Register Complaints Policy Code of Conduct Data Protection Financial Regulations Press & Media Policy Privacy Notice Standing Orders</p> <p>IT for the Council Cllr Topham provided an update on work she was undertaking to improve the IT provision for the Council. Options being considered included updating the email system and website and providing tablets for council work to all members to comply with best practice on data protection. Cllr Topham had recently attended a course on this subject and had obtained a quote from one supplier. Further work was to be undertaken on this</p>

Signature: Date:

	<p>project and Cllr Topham would report back to a future meeting when more information was available.</p> <p>B. Fracking Working Group Cllr Parsons reported that the group were meeting on a weekly basis, and the planning application was expected to be received around the 14th February. It was important for residents to have an opportunity to learn more and learn how to express their views both personally and via the parish council and so a 'drop-in session' was considered and would be arranged in due course once the planning application had been received.</p> <p>C. Coastguard Station Working Group The legal process was slowly progressing with the solicitors and the land registry. A response was awaited from North Yorkshire Council in relation to rental charges.</p>
138/24-25	<p>Updates from January Meeting</p> <p>a. Payroll Company Nycil had been engaged, and the system was working well.</p> <p>b. Telephone Contract Was moving forward and it was hoped would be received soon.</p> <p>c. Printer This had been discussed at the Staffing Committee meeting and the Clerk would use her own printer and claim for paper and ink cartridges on an ad hoc basis.</p> <p>d. Notice Board As reported by Cllr Murray in minute no. 137/24-25 above.</p> <p>e. 'Clean up your dog poo' Campaign. Cllr Grimwood provided an update. She had identified three principal areas where 'dog poo' was an issue and talked with lots of residents. The consensus was that apart from in the three area, there was very little problem and so consideration should be given to the where to target the campaign. Cllr Grimwood had contacted North Yorkshire Council and enquired about them supplying small dog waste bins, their response was awaited. She had also contacted two companies and got quotes for stickers. The next step was to contact the village hall committee, and a further update would be brought to a future meeting.</p>
139/24-25	<p>Honorary Citizen Scheme The Chairman provided an update. The principle of the scheme would be to recognise the outstanding service an individual had given to the community. In order to move forward, a policy would be needed, and a draft policy had been included with the agenda pack.</p>

	<p>Members considered that a scheme would be an excellent idea in principle although recognised that further work was needed on the policy.</p> <p>RESOLVED: That an Honorary Citizen Scheme be adopted in principle, but further work be undertaken on the details of the scheme and presented to a future meeting.</p>
<p>140/24-25</p>	<p>Grass Cutting</p> <p>A quote had been obtained from last years grass cutting contractor and two other suppliers of grass cutting services had contacted the parish council about this year's season.</p> <p>Members were of the opinion that the grass cutting schedule and specifications needed to be reviewed and the grass cutting contract be put out to tender. The following actions were agreed.</p> <ol style="list-style-type: none"> a. The Clerk to contact last years contractor and ask them for a quote to undertake one cut in April. b. A Grass Cutting working party be formed (members Cllrs Hill and Grimwood) to review the grass cutting schedule and specification in preparation for the tender document. <p><i>Actions</i></p> <ul style="list-style-type: none"> • Clerk to obtain a quote from previous contractor for one cut in April only. • Clerk to locate previous tender information. • Working group to undertake a review of the current specifications for new tender document.
<p>141/24-25</p>	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Anonymous Letter from Resident The Chairman read out an anonymous letter from a resident relating to Covid vaccinations. The letter and its contents were noted. 2. Correspondence re: Grass Cutting See minute no. 140/24-25 above. 3. Correspondence re: Salt Bins An email had been received from a Burniston resident regarding gritting the road and salt bins, the clerk sends a further reply.
<p>142/24-25</p>	<p>Planning Matters</p> <ol style="list-style-type: none"> a. Applications Received ZF24/01989/HS – Raising of roof height of existing roof with rear dormer to provide accommodation at first floor and extension to rear elevation at The Willows, Limestone Road, Burniston.

Signature: Date:

	<p>Application discussed – It was AGREED that Burniston Parish Council has no objections to this application.</p> <p>b. Decisions Received ZF23/01113/OL – Outline application with all matters reserved except access for erection of 9 no. residential dwellings at land off Wandales Road, Burniston. A notice of appeal had been received, and the parish council had submitted an additional representation which had been acknowledged by the Planning Inspectorate.</p>						
<p>143/24-25</p>	<p>Financial Matters The existing internal auditor had indicated that he wished to retire and so the Clerk had contacted another auditor (currently auditor to Bridlington Town Council and various parish councils in Ryedale) who had submitted a quote.</p> <p>The quote was £330 per annum for the next three years. Members considered that obtaining a new internal auditor was essential and it was AGREED to accept the quote and engage Mr Whitley as the internal auditor for Burniston Parish Council.</p> <p><i>Action</i> Clerk to engage Mr Whitley</p>						
<p>144/24-25</p>	<p>Accounts to Certify The following payments were authorised to be made.</p> <table border="1" data-bbox="421 1184 1388 1373"> <tr> <td data-bbox="421 1184 745 1296">J Marley</td> <td data-bbox="745 1184 1069 1296">£20.22</td> <td data-bbox="1069 1184 1388 1296">Photocopying Costs (Jan to Dec 24)</td> </tr> <tr> <td data-bbox="421 1296 745 1373">A Adnitt</td> <td data-bbox="745 1296 1069 1373">£27.30</td> <td data-bbox="1069 1296 1388 1373">Mileage and 2 x lever arch files</td> </tr> </table> <p>Cllrs Parsons and Hill signed cheques for these payments as the new clerk is awaiting access to the online banking system.</p>	J Marley	£20.22	Photocopying Costs (Jan to Dec 24)	A Adnitt	£27.30	Mileage and 2 x lever arch files
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Next Meeting							
<p>129/23/24</p>	<p>Date and Time of Next Meeting The next meeting of Council would take place on Monday 10th March at 6.30pm.</p>						

Meeting started 6.30 pm and closed at 8.30 pm.

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Signed:

Signature: Date:

Print Name:

Date:

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