

BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
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PARISH COUNCIL MEETING Thursday 2nd June 2022 at 6.30pm Burniston & Cloughton Village Hall Parishioners Welcome

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 (to hand from Cllr. Parsons, prior commitment)
2. To receive member's declarations of interest in items of business on this agenda.
3. Minutes of meeting of 17th May 2022 (*enclosed*) to approve and sign.
Meeting to be suspended by Chairman to allow for next item.
4. Public Open Forum.
Meeting to be re-convened to continue with business on the agenda.
5. To consider & if appropriate, agree action on matters raised in the Public Open Forum.
6. Vacancies unfilled at the election by reason of insufficient nominations – to co-opt to the three Ordinary Vacancies.
7. Reports/updates to receive (as available) & agree action as appropriate – Police, County, Borough, Clerk - not to exceed 15 minutes in total.
8. Parish Councillors reports to receive [max. 5 mins/councillor please].
9. Matters from May Meeting (updates etc to receive & agree action as appropriate):- 1] overhanging hedge 2 Limestone Road [*Minute 27/22 refers*]; 2] picnic bench Prickybeck [*Minute 27/22 refers*].
10. Correspondence:-
 - a) Parish Assembly Minutes (*enclosed*) – to confirm accuracy;
 - b) National Park Parish Member Elections (Coastal Area) – to receive details of candidates, agree who to vote for and complete ballot paper;
 - c) Correspondence received after 24/5/22 & requiring a response before next meeting – to agree action as appropriate.
11. Planning Matters:-
 - a) Applications Received (to agree comments):-
 1. 22/00793/HS Erect two storey side extension, single storey porch to front and single storey rear extension at 36 Scalby Road;
 - b) Decisions Received (to note):-
 1. 21/02845/RM Approval of reserved matters in relation to outline application 20/00394/OL for new housing development (incorporating footpaths/service strips to front of plots 5 and 6), ;land to east of Limestone Grove – granted;
 2. 22/00912/NMA Non-material amendment to 21/02377/HS, erect single storey rear link extension from dwelling to converted garage to utility/store at 9 Overgreen Lane – refused.
 - c) To agree comments/note any planning matters/decisions received after 24/5/22.
12. Accounts to Authorise for online payment:- Countrywide (grounds maintenance 2/7) £1,422-48; Village Hall (room hire X 3) £30-00.
13. Date of next Ordinary meeting – 7th July, Burniston & Cloughton Village Hall, 6.30pm start.

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
24th May 2022

**MINUTES OF ANNUAL MEETING OF BURNISTON PARISH COUNCIL HELD IN
COMMUNITY HUB, 445b SCALBY ROAD, SCALBY ON TUESDAY 17th MAY 2022 AT
6.45PM**

Present: Councillor A Hill (outgoing Chairman)
Councillor P Grimwood
Councillor B Marley
Councillor R Parsons (incoming Chairman)
Councillor P Tidd

County Cllr. Bastiman (left 7.15pm), Mrs J Marley (Clerk).

Absent: Borough Cllr. Backhouse.

14/22 **ELECTION OF PARISH COUNCIL CHAIRMAN** Resolved that Cllr. Parsons be elected Chairman for the forthcoming year.

PROCEDURAL ITEM 6.41pm. Cllr. Parsons took over from Cllr. Hill as Chairman of the meeting.

15/22 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Received Cllr Parsons' signed declaration of acceptance of office, countersigned by the Clerk as Proper Officer.

16/22 **VACANCIES UNFILLED AT ELECTION BY REASON OF INSUFFICIENT NOMINATIONS:-** Three vacancies existed. Notices had been placed on the noticeboards and the Chairman is to post some notices on social media. Councillors are to 'spread the word' as these Ordinary Vacancies had to be filled by 24th June.

17/22 **OUTSTANDING DECLARATIONS OF ACCEPTANCE OF OFFICE:** All Declarations of Acceptance of Office had been made and witnessed by the Clerk as Proper Officer, so none were outstanding.

18/22 **ELECTION OF VICE CHAIRMAN**
Resolved Cllr. Marley be elected Vice Chairman for the forthcoming year.

19/22 **ELECTION/CONFIRMATION OF REPRESENTATIVES/OFFICERS**
Representatives/officers were **agreed** as follows:

| | |
|--|-------------------------|
| Coastal Forum | As available |
| YLCA | Cllrs. Hill and Parsons |
| Burniston & Cloughton Village Hall Committee | Cllr. Grimwood |
| Community Police Liaison Group | Cllr. Marley |
| Heritage Coast | As available |
| Friends of the Railway | As available |

20/22 **APOLOGIES:-** none.

21/22 **DECLARATIONS OF INTEREST:** received from Cllr. Hill (personal, agenda item 18, payment to WGH Garden Services), see Minute 18/22.

22/22 **MINUTES**
Having been previously circulated, the minutes of the Council meeting of 5th April 2022 were **approved** as an accurate record and authorised for signature by the Chairman.

23/22 **PROCEDURAL MATTER** No suspension of Standing Orders as no public present.

24/22 **PUBLIC OPEN FORUM** No public present.

25/22 **MATTERS RAISED AT PARISH ASSEMBLY & IN PUBLIC OPEN FORUM** None.

26/22 **REPORTS**

a) **Police: Police:** Report on April incidents had been emailed to councillors 6/5/22. Report **received & noted**.

b) **County:** County Councillor Bastiman was congratulated on being re-elected to the new "Scalby and the Coast" ward. He reminded Council this was for a 5 year term (1 year to the County council and then 4 years to the Unitary Authority). A meeting to agree membership of the Executive and Committees would take place later this week. The first meeting of the Executive would take place next week at which they were likely to sign an Order which prevented the seven District and Borough

Councils from entering into certain transactions which would impact the new Unitary Authority.

- c) **Borough:** No report to receive.
- d) **Clerk:** an item regarding adopting the General Power of Competence) [Minute 9/22 refers] had not been put on the agenda because Council did not meet the necessary legal requirements. While the qualified Clerk rule was fulfilled, only five councillors had been elected and the rules required that two thirds of the total number of seats on the council (six) be filled by elected members.

27/22 **PARISH COUNCILLOR'S REPORTS** Cllr. Grimwood reported various items related to the war memorial and surrounding area (leaves needing removal, bin being used for dog poo). Cllr. Hill reported the hedge at 2 Limestone Road was considerably overhanging the pavement and causing parents with children/prams to have to walk in the road (Clerk and County Cllr. Bastiman each to refer to Area 3 Highways for action).

County Cllr. Bastiman left the meeting at this point.

Cllr. Marley again asked if it would be possible to set up some sort of hardship fund for parishioners [Minute 9/22 refers] – **agreed** Cllr. Marley to look at the possibilities and way/means and report to July meeting. Cllr. Parsons reported he had received complaints about the recently installed picnic bench on Prickybeck (concrete splashed all over the bench and rough concrete pad) – **agreed 1]** a site meeting comprising the contractor and Cllrs. Hill, Marley and Parsons to take place (ideally this coming weekend); 2] at Cllr. Hill's request, the invoice from the contractor (£308 WGH Garden Services) be removed from the list of accounts to be authorised until the matter had been sorted to Council's satisfaction.

28/22 **MATTERS FROM APRIL MEETING**

- a) Dedicated email addresses for councillors [Minute 8/22d) refers]– **noted 1]** the new addresses (in the form cllr.firstname.lastname@burnistonparishcouncil.org.uk) were now operational and 2] from the date the newly elected councillors had taken office (9th May 2022) all emails on council business were be sent to/from those addresses.
- b) Jubilee Celebration (19th June) [Minute 9/22 refers]– **noted 1]** the sports to be held on the Jubilee Celebration Day [Minute 9/22 refers] were purely for that event and were not a re-incarnation of the Burniston & Cloughton Villages Sports Day;

29/22 **CORRESPONDENCE**

- a) National Park Parish Member Elections on 14/6/22- Cllr. Marley was nominated to represent the Coastal Area.
- b) Correspondence received after 8/5/22 & requiring a response before next meeting – none.

30/22 **PLANNING MATTERS**

- a) **Applications received:-** none.
- b) **Decisions received:-**
 1. 20/02098/FL Demolish existing dwelling, erect 9no. dwellings at Beechville, Limestone Road - **granted**;
 2. 21/02548/HS Erect two storey side extension at 1 Stone Quarry Road – **granted**;
 3. 21/02393/FL Form 2 tennis courts and a MUGA with on-site fencing of existing tennis courts, Burniston & Cloughton Village Hall – **granted**.
- c) **Planning matters received after 24/4/22:** None.
 1. 22/00407/FL Erect detached dwelling utilising access formed and garage erected under 16/02561/FL, The Corner Farmhouse, 36 High Street – **agreed** object – incongruous, not in keeping with surroundings, 3 storeys is overbearing and overdevelopment.

31/22 **FINANCE & REGULATORY MATTERS**

- a) 2021/22 Accounts – **received & approved**; Chairman **authorised** to sign;
- b) 2020/21 Annual Return (circulated with agenda) – 1] **received & noted** Annual Internal Auditor's Report; 2] Section 1 Annual Governance Statement **completed** & Chairman **authorised** to sign; 3] Section 2 Accounting Statements **approved** & Chairman **authorised** to sign; 4] 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 on the Parish Council's website.

- c) Insurance – to note this falls due for renewal on 1/6/22. Current insurers had quoted a renewal premium of £423-79 (a 17% increase). Clerk had sought alternative quotes. **Agreed** 1] to insure with Zurich Municipal at an annual premium of £264-00 and 2] Cllrs. Hill and Parsons to authorise online payment once it had been created by Clerk.
- d) **Noted** the National Joint Council for Local Government Services pay award of 1.75% backdated to 1/4/21 (£74-88) plus pension contributions less tax had been paid to the Clerk within the adjusted standing order for April (amended sum of £336-56 authorised by Cllrs. Hill and Parsons).
- e) Standing Order to pay Clerk's wages – **noted** this had needed adjustment and the existing standing order had been amended to pay £300/month on the 15th day monthly commencing 15th May 2022 (amended sum authorised by Cllrs. Hill and Parsons).

32/22 **ACCOUNTS TO CERTIFY**

Having been previously notified **agreed** the following invoices be **authorised** for payment, Cllrs. Hill and Parsons to do the online authorisations.

| | | |
|-------------------|--|-----------|
| R. Carey | Internal audit 2021/22 | £30-00 |
| St. Mary's Church | Contribution to churchyard maintenance 22/23 | £553-09 |
| B&C Village Hall | Contribution to ground maintenance 22/23 | £750-00 |
| Newby & Scalby TC | Room hire | £15-00 |
| Countrywide | Grounds maint./verges, inst. 1of 7 | £1,422-46 |

33/22 **NEXT MEETING**

Confirmed as Thursday 2nd June, Burniston & Cloughton Village Hall, 6.30pm start.

There being no further business, the Chairman declared the meeting closed at 7.54 pm.

MINUTES OF ANNUAL ASSEMBLY OF BURNISTON PARISH HELD IN THE COMMUNITY HUB, 445b SCALBY ROAD, SCALBY ON TUESDAY 17th MAY 2022 AT 6.30PM

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

Cllr. A Hill (Chairman of Burniston Parish Council)
P Grimwood, B Marley, R Parsons, P Tidd, Mrs J Marley (Clerk to the Parish Council)
to take minutes.

A1/22 **ELECTION OF CHAIRMAN** –Not required as Chairman of Parish Council present.

A2/22 **APOLOGIES FOR ABSENCE** – None.

A3/22 **MINUTES**

Having been previously circulated, the minutes of the Annual Assembly of 4th May 2021, having been confirmed as accurate at a Parish Council meeting held on 7th September 2021, Minute 43/21 refers, were **approved**.

A4/22 **PUBLIC OPEN FORUM** No matters raised.

A5/22 **ANNUAL REPORT BY CHAIRMAN OF PARISH COUNCIL** – Cllr. Hill reported it had been a year of slowly getting back to normal due to the Coronavirus pandemic. Two Vehicle Activated Speed Signs had been purchased last year and were showing some interesting data. The village hall grounds are undergoing a period of improvement and a youth club has re-started after a break of several years. Council is changing its meeting night in June in order to be able to meet in the parish – from 1st June, monthly meetings will be the first Thursday of the month in the village hall.

A6/22 **ANY OTHER REPORTS** None.

There being no further business, the Chairman declared the Parish Assembly closed at 6.35pm.

(Chairman)

4th May 2023