

**MINUTES OF ANNUAL MEETING OF BURNISTON PARISH COUNCIL HELD IN THE  
VILLAGE HALL ON THURSDAY 9<sup>th</sup> 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.