

# 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 March 2026** at Burniston and Cloughton Village Hall.

**Members Present:** Cllrs Parsons (Chairman) Topham (Vice) Grimwood, Hill, Powell, and Wimbush.

**Also present:** Two members of the public.

Meeting Clerk: Audrey Adnitt (Parish Clerk).

## Minutes

| Minute    | Item   |
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| 226/25-26 | <p><b>Apologies</b><br/>Apologies were received as follows:</p> <p>Cllr Murray – holiday<br/>Cllr Whitelegg – holiday<br/>County Cllr Bastiman – holiday</p> <p><b>RESOLVED:</b><br/><b>That the apologies be accepted.</b></p>  |
| 227/25-26 | <p><b>Declarations of interest</b><br/>None at this meeting.</p>   |
| 228/25-26 | <p><b>Public Participation Time</b><br/>Two residents from Applegrove Holiday Park attended the meeting to share their concerns about Health and Safety Standards at the site.</p> <p>The residents had also been in touch with the local MP Alison Hume and North Yorkshire Councillor Bastiman as well as the Environmental Health Department at North Yorkshire Council.</p> <p>Members shared the residents' concerns, and it was <b>AGREED</b> that upon receipt of the list of specific concerns from the resident's group, the Parish Clerk would contact Environmental Health Department to ask what was being done for the residents and what the timescale would be.</p> |
| 229/25-26 | <p><b>Minutes of the Meeting held on the 5<sup>th</sup> February 2026</b></p>  |

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|                  | <b>RESOLVED:</b> That the minutes be approved as an accurate record and signed by the Chairman.  |
|                  | <b>Reports to Council</b>  |
| <b>230/25/26</b> | <b>Report from North Yorkshire Councillor Derek Bastiman</b><br>No report at this meeting.   |
| <b>231/25/26</b> | <p><b>Updates from Parish Councillors</b><br/>As follows:</p> <p><b>Cllr Alan Hill</b><br/>Gave an update from the recent YLCA branch meeting as follows:</p> <ul style="list-style-type: none"> <li>• No update on local plan.</li> <li>• Governance &amp; Accountability was going digital.</li> <li>• The Devolution Bill was progressing, with Neighbourhood Governance at Parish Council level.</li> <li>• Venues for training with adequate parking and facilities were sought.</li> <li>• North Yorkshire Highways Officer Sharon Fox would be moving to Area 3 shortly and would be holding briefings in relation to potholes and services provided by Highways Department.</li> </ul> <p>In addition, Cllr Hill advised that the pipe which went from the ditch and under the road on Lindhead Road by the school and was too small to cope with the amount of water, had still not been replaced.</p> <p><b>Cllr Vic Powell</b><br/>Nothing at this meeting.</p> <p><b>Cllr Pam Grimwood</b><br/>Cllr Grimwood advised that she had written to the Village Hall Committee to report the lack of heating at recent meetings.</p> <p><b>Cllr Clare Topham</b><br/>Nothing at this meeting.</p> <p><b>Cllr Lyn Wimbush</b><br/>Nothing at this meeting.</p> <p><b>Cllr Richard Parsons</b><br/>Nothing at this meeting.</p> <p>There were no updates from the representatives on the following Outside Bodies: National Parks Coastal Forum or Burniston and Cloughton Village Hall at this meeting.</p> <p><b>ACTIONS:</b></p> |

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|                         | <p>a. Clerk to re-report pipe on Lindhead Road to NYC Highways Department.</p>   |
| <p><b>232/25-26</b></p> | <p><b>Report from Parish Clerk</b><br/> The report had been previously circulated with the agenda papers and gave updates on actions undertaken since the last meeting.</p> <p>Cllr Grimwood enquired about the repairs to the benches and was advised that the joiner had promised to complete the work during March now that the weather had improved.</p>   |
| <p><b>233/25-26</b></p> | <p><b>Updates from Working Groups</b></p> <p><b>Staffing Committee</b><br/> Cllr Hill advised that the next meeting of the Staffing Committee would take place on Thursday 2<sup>nd</sup> April at 6.00 pm.</p> <p><b>IT Working Group</b><br/> Update at agenda item 11. Website.</p> <p><b>Newsletter Working Group</b><br/> No update at this meeting.</p> <p><b>Traffic Regulation Order Working Group</b><br/> No update at this meeting.</p> <p><b>S106 Working Group</b><br/> Update at Agenda item 9.</p> <p><b>Benches Working Group</b><br/> Repairs to the benches identified as most in need would finally take place in March now that the weather was improving.</p> <p><b>Drilling Working Group</b><br/> Cllrs Parsons and Topham provided an update as follows:</p> <ul style="list-style-type: none"> <li>• The Secretary of State has rejected the Call-in Request and referred the planning application back to North Yorkshire Council Planning Services for consideration.</li> <li>• The Parish Council had asked Planning Services at North Yorkshire Council to refer themselves for investigation as confidence had been lost in their ability to determine such a complex and significant planning application. No response had been received to the request to date.</li> <li>• Complaints about North Yorkshire Council's failure to acknowledge the referral request and their handling of the planning process would follow.</li> </ul> <p><b>Rocket Station Working Group</b><br/> Update at agenda item 12.</p> |

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| 234/25-26 | <p><b>To Consider the draft Terms of Reference prepared for the S106 Working Group.</b></p> <p>Cllr Topham advised that clarification was being sought from North Yorkshire Council Planning Services on why S106 funds received as a result of a development in Burniston had to be shared with another village.</p> <p>North Yorkshire Councillor Bastiman had felt this was highly unusual and had referred the matter to the Planning Services Manager. The adoption of Terms of Reference had been put on hold until this issue was resolved.</p>   |
| 235/25.26 | <p><b>Grit Bins</b></p> <p>Cllr Parsons provided an update on behalf of the Grit Bin Working Group. A draft policy and additional grit bin request form had been previously circulated for consideration.</p> <p>Cllr Hill raised concerns in relation to the 200-meter rule, gradients and disabilities, and further clarification was provided.</p> <p>Members discussed the provision of additional grit bins at length and members of the working group described the policies they had considered from other parish councils and were reminded that it was the responsibility of North Yorkshire Council to provide grit bins.</p> <p>Following a proposal from Cllr Parsons, seconded by Cllr Powell and a vote the following resolution was made.</p> <p><b>235/25.26.1 RESOLVED:</b><br/>That subject to a minor amendment the Grit Bin Policy and Procedure be adopted, and the policy and application for provision of grit bin be added to the website.</p> <p>The next steps would be to consider the requests received using the new policy.</p> <p><b>NB.</b><br/><i>A request had been made for a recorded vote on this decision as follows:</i></p> <p><i>For adoption of the Policy.</i></p> <p><i>Cllrs Parsons, Powell, Grimwood, Topham and Wimbush.</i></p> <p><i>Against adoption of the Policy</i><br/><i>Cllr Hill</i></p> |
| 236/25.26 | <b>Website</b>   |

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| <p><b>236/25.26.1</b></p> | <p>Cllrs Topham and Wimbush provided an update.</p> <p>The IT Working Group had met with Hugo Fox Ltd and had been impressed by their product.</p> <p>For a one-off cost of £200 Hugo Fox Ltd would produce a new website and provide training on how to update the website to both the clerk and members of the IT working group. It was envisaged that going forward the clerk would administer the website, with members of the IT working group acting as back-up, when required.</p> <p>There were two options for the level of service that Hugo Fox would then provide as follows:<br/> Bronze Package - £9.99 per month plus vat (proving email support)</p> <p>Silver Package - £19.99 per month plus vat (providing telephone support and a planning tracker).</p> <p>Members considered the proposals before agreeing on the way forward.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li><b>b. That the website be transferred from the existing supplier to Hugo Fox Ltd.</b></li> <li><b>c. That Hugo Fox Ltd build the new website and provide the training for the £200 fee.</b></li> <li><b>d. That the Bronze Package level of service be procured for a monthly fee of £9.99.</b></li> </ul> |
| <p><b>237/25.26</b></p>   | <p><b>Former Rocket Station</b></p> <p>The Chairman advised that a planning application for a replacement driveway from the owners of the neighbouring property was still awaited.</p> <p>North Yorkshire Council officers would be chasing this up in the near future.</p>  |
| <p><b>238/25.26</b></p>   | <p><b>Volunteering</b></p> <p>The Clerk provided an update on research conducted as follows:</p> <ul style="list-style-type: none"> <li>• Advice had been sought from YLCA (Yorkshire Local Council's Association) on how to operate a volunteering scheme and this had been circulated to all. The advice was quite sobering and highlighted areas of concern.</li> <li>• In addition, a request had been placed in the YLCA White Rose Update, asking any other parishes who successfully operate a volunteering scheme for feedback. No feedback had been received.</li> </ul>  |

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|   | <p>The Clerk reported on other local Town Councils where the Town Council supported local community groups for example if a 'Keep Burniston Tidy' volunteer group was formed; the parish council could provide a grant for equipment. This seemed to work well and moved away from the bureaucracy.</p> <p>Members consider this may be an option and could be an item for the newsletter.</p>   |
| <p><b>240/25-26</b></p>   | <p><b>Correspondence</b></p> <p>As follows:</p> <ul style="list-style-type: none"> <li>a. Advice received regarding volunteering schemes from YLCA.</li> <li>b. Four quotes for electrical work required for Christmas Lights.</li> <li>c. Letter from Nycil (payroll company) regarding increase in fees.</li> </ul> <p>Members considered the four quotes for electrical work which varied vastly in price. It was <b>AGREED</b> to ask a local expert for assistance with the quotes before making a decision.</p>  |
| <p><b>241/25-26</b></p> <p><b>241/25-26.1</b></p> <p><b>241/25-26.2</b></p> | <p><b>Planning Matters</b></p> <p><b>Review planning applications received.</b></p> <p>26/00146/FUL – Proposed rear single storey extension in style to match the existing at 18 Stone Quarry Road, Burniston.</p> <p>Members discussed this application and had no objections.</p> <p><b>RESOLVED:</b><br/> <b>Members wished to support this application and had no objections.</b></p> <p>26/00318/FUL - Conversion of vacant workshop to a holiday let at 41B High Street, Burniston.</p> <p>Members consider this application and felt unable to support it.</p> <p><b>RESOLVED:</b><br/> Members wished to object to this application because there would be inadequate parking space, there would be extremely poor amenity for the residents with only roof lights in the bedrooms rather than windows and bedroom sizes were considered to be too small.</p> <p>North Yorkshire Legal Services had advised of a Disabled Parking Bay request at Overgreen View, Burniston to accommodate a local resident. The Council were asked if they would support a "Prohibition of Waiting and Loading and Provision of Parking (Consolidation Order 2011".</p> <p>Members wished to support this request and had no objections.</p> |

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| 242/25-26                  | <p><b>Planning Matters</b><br/> <b>To note any decisions received.</b></p> <p>None at this meeting.</p>   |               |                      |        |                    |                    |        |                            |                      |        |
| 243/25-26                  | <p><b>Financial Matters</b><br/> The Current Account balance was currently £11,640.30, and the Investment Account Balance is £34,450.08 as at the 23<sup>rd</sup> February 2026. The NS &amp; I account has a balance of £10,0000.</p> <p>NB. The current account balance included £5000 grant from Cllr Bastiman's locality budget to be spent on refurbishing the Coast Guard Station.</p> <p>£1335.06 from the closure of the Skipton Building Society Account is set aside for a historical project.</p> <p><b>Accounts to Certify</b><br/> The following payments were authorised to be made.</p> <table border="1" data-bbox="424 927 1370 1115"> <tr> <td data-bbox="424 927 743 1003">Audrey Adnitt</td> <td data-bbox="743 927 1056 1003">Mileage and Expenses</td> <td data-bbox="1056 927 1370 1003">£51.15</td> </tr> <tr> <td data-bbox="424 1003 743 1039">Duchy of Lancaster</td> <td data-bbox="743 1003 1056 1039">Bus Shelter Rental</td> <td data-bbox="1056 1003 1370 1039">£78.00</td> </tr> <tr> <td data-bbox="424 1039 743 1115">Deepdale Computer Services</td> <td data-bbox="743 1039 1056 1115">Monthly License Fees</td> <td data-bbox="1056 1039 1370 1115">£55.68</td> </tr> </table> <p>Cllrs Parsons and Hill were to authorise the payment via the online payment system.</p> | Audrey Adnitt | Mileage and Expenses | £51.15 | Duchy of Lancaster | Bus Shelter Rental | £78.00 | Deepdale Computer Services | Monthly License Fees | £55.68 |
| Audrey Adnitt              | Mileage and Expenses  | £51.15        |                      |        |                    |                    |        |                            |                      |        |
| Duchy of Lancaster         | Bus Shelter Rental  | £78.00        |                      |        |                    |                    |        |                            |                      |        |
| Deepdale Computer Services | Monthly License Fees  | £55.68        |                      |        |                    |                    |        |                            |                      |        |
| 244/25-26                  | <p><b>Any other matter the Chairman considered urgent.</b><br/> None at this meeting.</p>   |               |                      |        |                    |                    |        |                            |                      |        |
| <b>Next Meeting</b>        |   |               |                      |        |                    |                    |        |                            |                      |        |
| 245/25-26                  | <p><b>Date and Time of Next Meeting</b><br/> The next ordinary meeting of Council would take place on Thursday 2<sup>nd</sup> April 2026 at 6.30pm in Burniston and Cloughton Village Hall.</p>   |               |                      |        |                    |                    |        |                            |                      |        |

**Meeting started 6.30 pm and closed at 8.20 pm.**

Document published on

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

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