

BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
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PARISH COUNCIL MEETING Thursday 1st June 2023 at 6.30pm Burniston & Cloughton Village Hall

Parishioners Invited to attend – (tea & biscuits at start of meeting)

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 Cllrs. Murray, Parsons and Topham)
2. To receive member's declarations of interest in items of business on this agenda.
3. Minutes of meeting of 4th May 2023 (*enclosed*) to approve and sign.
4. Public Open Forum.
5. To consider matters raised in the Public Open Forum & if appropriate, agree action.
6. Reports to receive (as available) & agree action as appropriate – Police, Unitary, Parish (to include problems with blue spruce and flagpole at 3 Jollies roundabout [RP]), Clerk.
7. Vacancies unfilled at the election by reason of insufficient nominations – to receive applications for co-option to the existing Ordinary Vacancy & agree action.
8. Deferred from May meeting – to elect a representative to Burniston & Cloughton Village Hall Committee (currently Cllr. Grimwood).
9. Updates on matters from earlier meetings:-
 - a) Land to south of 4 Scalby Road [*Minute 27/23a*] refers] – to receive & note update;
 - b) Burniston Show Assets [*Minute 27/23b*] refers] – to receive & note update.
10. Burniston Show Realised Assets Task and Finish Group – to consider Terms of Reference [*enclosed*] and agree action as appropriate.
11. Draft minutes of 2023 Parish Assembly (*enclosed*) to confirm as accurate
12. Correspondence:-
 - a) Memo (*enclosed*) to councillors from Clerk in respect of Section 106 money relating to development at rear of 35 High Street, Burniston – to receive and note.
 - b) Training (*enclosed*) on powers, policies and procedures, Wed 14th June, 3.45-6.15pm at Newby & Scalby Town Council Hub – to agree how many people are attending.
 - c) Correspondence received after 26/5/23 & requiring a response before next meeting – to agree action as appropriate.
13. Planning Matters:-
 - a) Applications Received (to agree comments):-
 1. ZF23/00647/RM Vary condition 1 of 21/02845/RM to allow alteration to layout of house type 3 and private access, land to east of Limestone Grove;
 - b) Decisions Received:-
 1. 23/00034/HS Erect detached garage, Crossways, Cross Lane– granted with conditions;
 - c) To agree comments/note any planning matters/decisions received after 26/5/23.
14. Finance Matters – none to hand at preparation of agenda.
15. Accounts to Certify:- YLCA (23/24 sub) £452-00.

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
26th May 2023

**MINUTES OF ANNUAL MEETING OF BURNISTON PARISH COUNCIL HELD IN THE
VILLAGE HALL ON THURSDAY 4th MAY 2023 AT 6.41PM**

Present: Councillor R Parsons (Chairman)
Councillor A Hill
Councillor B Marley
Councillor C Murray
Councillor P Tidd
Councillor C Topham
Mrs J Marley (Clerk).

Absent: Cllr. P Grimwood, North Yorkshire Unitary Cllr. D Bastiman.

16/23 **ELECTION OF PARISH COUNCIL CHAIRMAN** Resolved that Cllr. Parsons be elected Chairman for the forthcoming year.

17/23 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Received Cllr Parsons' signed declaration of acceptance of office, countersigned by the Clerk as Proper Officer.

18/23 **ELECTION OF VICE CHAIRMAN**
Resolved Cllr. Marley be elected Vice Chairman for the forthcoming year.

19/23 **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	Deferred to June meeting
Community Police Liaison Group	Cllr. Marley
Heritage Coast	As available
Friends of the Railway	Cllr. Topham

20/23 **APOLOGIES:-** Received & accepted from Cllr. P Grimwood (personal commitment), NYU Cllr. Bastiman (NYC business)..

21/23 **DECLARATIONS OF INTEREST:** received from Cllr. Marley (pecuniary, agenda item 14c), see Minute 30/23c).

22/23 **MINUTES**
Minute 10/23 was amended by the addition after the last sentence of the following sentence:- "Cllr. Topham reported blocked drains on coastal road and would forward photographs to the Clerk". Having been previously circulated, the minutes of the Council meeting of 6th April 2023 as amended were **approved** as an accurate record and authorised for signature by the Chairman.

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

24/23 **PUBLIC OPEN FORUM** No public present.

25/23 **MATTERS RAISED AT PARISH ASSEMBLY & IN PUBLIC OPEN FORUM** None.

26/23 **REPORTS**

- a) **Police:** the report for incidents during April had been emailed to councillors on 2/5/23 and was **received**.
- b) **Unitary:** Clerk read report from NYU Cllr. Bastiman – his portfolio now covered Economic Development, Regeneration, Planning, Tourism, Harbours and Broadband – this meant he was a lot busier and could be anywhere in North Yorkshire. As a result it would be a lot more difficult for him to attend our meetings but he was only a phone call or email away if there was a problem.
- c) **Parish:** Cllr. Parsons reported he had been told there were Great Crested Newts on the building site behind 35 High Street and NYC Planning had been made aware. Cllr. Marley asked about the locations of the VAS signs (they are to be moved to new sites by Cllr. Parsons in the not too distant future). Cllr. Murray suggested putting a 30mph slow down sticker on all dustbins (it had been tried elsewhere in England) – **agreed** Cllrs. Murray and Parson to investigate, Clerk to approach Cllr. Bastiman re. a possible locality grant. Cllr. Topham asked about the camp site which had popped up next to The Poplars on Scalby Road – **noted** Clerk's explanation that the site was in Newby & Scalby Parish and the matter had been referred to Planning for investigation.

- d) **Clerk:** No matters to report.

27/23 UPDATES ON ITEMS FROM EARLIER MEETINGS

- a) Land to south of 4 Scalby Road [*Minute 9/23a refers*] – **noted** Cllr. Bastiman (as ward councillor) was now involved and SBC Planning had said they would be undertaking a site visit, however to date no update on that visit had been received. Clerk to attempt to get an update in time for next Council meeting.
- b) Burniston Show Task & Finish Group [*Minute 9/23e refers*] – the group's written report by Cllr. Parsons had been emailed to all councillors on 1/5/23. Following a robust discussion it was **agreed** 1] the cups and silverware be auctioned by Duggleby's, authority for disposal on best terms delegated to the Clerk in consultation with Cllrs. Parsons and Topham; 2] the contents of the shed to be sold, probably via auctioneers Richardson and Smith, an inventory of the shed contents to be carried out as the shed was emptied, authority for disposal on best terms and arrangements thereof delegated to the Clerk in consultation with Cllrs. Hill and Tidd (Cllr. Hill to approach Mr Flinton regarding transport of items and Richardson & Smith regarding sale); 3] authority to sort the paperwork associated with the show with a view to sending items of historical importance to the County Records Office and arranging the necessary transport was delegated to the Clerk in consultation with Cllr. Topham; 4] the shed – decision deferred to a future meeting; 5] publicity re. the disposal was most important and needed to be both internet-based (Facebook and other social media) and the more conventional methods such as local radio and newspapers - authority for publicity delegated to the Clerk in consultation with Cllrs. Murray, Parsons and Topham.
- c) Fly tipping, Stone Quarry Road [*Minute 10/23 refers*] – Clerk reported it was not possible for North Yorkshire Council to take formal action without a signed statement by the original complainant. Cllr. Hill reported he understood a different location was now being used by the offender.

28/23 CORRESPONDENCE

- a) Correspondence received after 26/4/23 & requiring a response before next meeting – none.

29/23 PLANNING MATTERS

- a) **Applications Received:-** None.
b) **Decisions received:-** None.
c) **Planning matters received after 26/4/23:-** None.

30/23 FINANCE & REGULATORY MATTERS

- a) 2022/23 Accounts – **received & approved**; Chairman **authorised** to sign;
b) 2022/23 Annual Return (*circulated with agenda*) – 1] Certificate of Exemption **approved**; 2] Annual Internal Audit Report **received & noted**; 3] Annual Governance Statement (Section 1) **completed** & Chairman **authorised** to sign; 4] Accounting Statements (Section 2) **approved** & Chairman **authorised** to sign; 5] 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.

In accordance with his declaration of a pecuniary interest Cllr. Marley left the room for consideration of the next item.

- c) Standing Order to pay Clerk's wages – **noted** this had needed adjustment and the existing standing order had been amended to pay £318/month on the 15th day monthly commencing 15th May 2023. **Approved & agreed** Cllrs. Hill and Parsons to do online authorisation.

Cllr. Marley returned to the room

- d) Standing Order to Countrywide - a new standing order in payment for the current year's grass cutting etc (set up as £1,493-58 payable 20th day monthly from 20th May 2023 to 20th November 2023 inclusive) was **approved & agreed** Cllrs. Hill and Parsons to do online authorisation.

- e) Parish Council website – **agreed** as the planning authorities now maintained details online there was no longer a need to continue to maintain the parish council’s planning page. Clerk to make necessary changes.
- f) Schedule of meetings till May 2024 [*list circulated with agenda*]. **Agreed** meetings to be held Burniston & Cloughton Village Hall commencing 6.30pm (unless otherwise stated) on 1/6/23, 6/7/23, 7/9/23, 5/10/23, 2/11/23, 7/12/23, 4/1/24, 1/2/24, 7/3/24, 4/4/24, 2/5/2024 (start not before 6.35pm). Clerk to place Schedule on noticeboards.

31/23 **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 2022/23 accounts	£30-00
St. Mary’s Church	Contribution to churchyard maint. 23/24	£601-76
B&C Village Hall	Contribution to ground maint. 23/24	£750-00
Zurich	23/24 insurance	£300-00
B&C Village Hall	Room hire (show)	£9-00

32/23 **NEXT MEETING - REFRESHMENTS**
Agreed Cllr. Parsons.

There being no further business, the Chairman declared the meeting closed at 8.21 pm.

DRAFT
 for approval
 1/6/23

Burniston Parish Council

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Clerk to the Council:
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For Parish Council meeting of 1st June 2023

TERMS OF REFERENCE FOR TASK AND FINISH GROUP **(Burniston Show realised assets).**

Group members – TO BE AGREED

TASK

1. To establish a procedure for the distribution of funds given to Burniston Parish Council, on the cessation of Burniston and District Agricultural and Horticultural Society and the funds from the realised assets, by –
 - a. Assessing different methods of asset distribution.
 - b. Drawing up suggested distribution methods.
2. Report the group's findings to Council and suggest possible ways to move forward with asset distribution.

POWERS

The Group does NOT hold any delegated powers. Its findings must be reported to a meeting of full Council.

MINUTES OF ANNUAL ASSEMBLY OF BURNISTON PARISH HELD IN THE SUPPER ROOM, BURNISTON & CLOUGHTON VILLAGE HALL ON THURSDAY 4th MAY 2023 AT 6.30PM

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

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

A1/23 **ELECTION OF CHAIRMAN** –Not required as Chairman of Parish Council present.

A2/23 **APOLOGIES FOR ABSENCE** – Mrs P Grimwood (personal commitment).

A3/23 **MINUTES**
Having been previously circulated, the minutes of the Annual Assembly of 4th May 2023, having been confirmed as accurate at a Parish Council meeting held on 2nd June 2022, Minute 44/22a) refers, were **approved**.

A4/23 **PUBLIC OPEN FORUM** No matters raised.

A5/23 **ANNUAL REPORT BY CHAIRMAN OF PARISH COUNCIL** – Cllr. Parsons' report contained mentions in respect of the creation of the new Unitary Authority on 1st April 2023, planning applications commented upon, the establishment of a planning site visit protocol, attempts (ultimately unsuccessful) to bring back Burniston Show, a tree planting ceremony in memory of Michael Pitts, attempts to find a permanent home for the parish council, widening communications with parishioners by the use of social media websites such as Facebook, liaising with other agencies and ensuring the village's verges looked neat and tidy

A6/23 **ANY OTHER REPORTS** None.

There being no further business, the Chairman declared the Parish Assembly closed at 6.40pm.

Richard Parsons, Parish Council Chairman
DATE TO BE ANNOUNCED IN 2024

Burniston Parish Council

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Clerk to the Council:
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MEMO TO ALL COUNCILLORS FROM THE CLERK

7th May 2023

Planning application 21/02412/FL in Burniston and its Section 106 money

Afternoon Councillors – this is what I would call an “informative” – I’m making you aware of something which will be on the June agenda for formal noting.

Planning application 21/02412/FL for the erection of 50 dwellings with associated open space, car parking and vehicular access to the rear on land to the rear of The Grange, 35 High Street, Burniston was granted by Scarborough Borough Council on 2nd March 2023. The initial groundworks on the site have already commenced, as some of you may have noticed as you have gone past Burniston Post Office.

As part of the decision, a Section 106 agreement between the developer and the Borough Council was signed. A Section 106 agreement is an agreement between a developer and a local planning authority about measures that the developer must take to reduce the impact of their development on the community. It is designed to make a development possible that would not otherwise be possible, by obtaining concessions and contributions from the developer. It forms a section of the Town and Country Planning Act 1990.

When Scarborough Borough Council ceased to exist at midnight on 31/3/2023, all agreements transferred across to North Yorkshire Unitary Council.

There are three clauses in the Second Schedule of the agreement which are of significance since they require the developer to pay sums of money (for specific purposes) to the planning authority:-

- Clause 2] £48,216-40 towards the provision of and/or upgrading of children’s play facilities within the parishes of Burniston and Cloughton;
- Clause 6] £23,165-03 towards the provision of and/or upgrading of parks, gardens and/or green spaces within the parishes of Burniston and Cloughton;
- Clause 7] £29,296-80 for the provision/upgrading of outdoor sports facilities in the vicinity of the development;

Clearly Clauses 2 and 6 have more relevance for the parishes of Burniston and Cloughton than Clause 7. Broadly speaking the money in each of these clauses is paid along the lines of half when no more than 12 houses are occupied and the remaining half when no more than 25 dwellings are occupied. Who gets how much is determined by the planning authority at the time the other conditions are satisfied.

J Marley (Mrs), CiLCA
Clerk to Council



YORKSHIRE LOCAL COUNCILS ASSOCIATIONS
SCARBOROUGH BRANCH
TRAINING EVENT
ON WEDNESDAY, WEDNESDAY, 14 JUNE 2023
3.45PM - 6.15PM

**COST: £37.00 PER DELEGATE (OR £18.50 WITH
SMALL COUNCIL BURSARY**

**TO BE HELD AT: NEWBY AND SCALBY COMMUNITY
HUB, 445B SCALBY ROAD, NEWBY, SCARBOROUGH,
YO12 6UA.**

THE BRANCH MEETING WILL FOLLOW AT 7.00PM

**We are running this 2.5 hour training session
for members of the Scarborough Branch. We
will cover powers, policies and procedures,
ensuring that the council acts lawfully.**

**To register for the training please complete
the attached booking form and return it to:
admin@yorkshirelca.gov.uk**

**There will be refreshments when you arrive and at the end
of the training light refreshments including sandwiches**

If you have any questions about this training please do not hesitate to contact us. We look forward to seeing you on the 12 June 2023.

Yours sincerely
Joy Morgan
ADMINISTRATION OFFICER