

# BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,  
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN  
Tel. 01723-870299  
Email: [clerk@burnistonparishcouncil.org.uk](mailto:clerk@burnistonparishcouncil.org.uk)

## PARISH COUNCIL MEETING Thursday 2<sup>nd</sup> January 2025 at 6.30pm Burniston & Cloughton Village Hall

### 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. To receive apologies for absence given in advance of the meeting.
2. To consider the approval of reasons given for absence.
3. To receive member's declarations of interest in items of business on this agenda.
4. Minutes of the Council meeting held on 5<sup>th</sup> December 2024 (*enclosed*) to approve and sign.
5. Public Open Forum.
6. To consider matters raised in the Public Open Forum & if appropriate, agree action.
7. Staffing Related Matters (not confidential):-
  - a) To consider appointing a company to process Clerk's payroll and pension (incoming Clerk to provide verbal report) and agree action as appropriate.
  - b) To note outgoing Clerk has initiated a phone contract with Vodaphone (SIM, 5gb data, text and calls) at cost of £5/month (for provision of a dedicated number for the incoming Clerk to deal with Council business) and authorise Chairman to sign on council's behalf.
  - c) To agree arrangements/expenditure for provision of a printer/scanner to the incoming Clerk.
  - d) Standing Orders – 1] to note the regular payment of £318 to J Marley for part wages was cancelled after the payment made on 16/12/24; 2] to authorise a regular payment of £310 to A Adnitt for part wages commencing 15/1/25 monthly till further notice.
8. Reports to receive (as available) & agree action – Police, Unitary, Parish, Clerk, Staffing Committee, Working Groups.
9. Updates on matters from December meeting:-
  - a) Contributions to poster costs for "clean up your dog poo" campaign [*Minute 94/24c refers*] –Cllr. Grimwood/outgoing Clerk to report and Council to agree action as appropriate.
  - b) Grit bins [*Minute 110/24 refers*] – to receive report from outgoing Clerk on Parish Liaison meeting and agree action as appropriate.
  - c) Dustbins restricting junction visibility [*Minute 112/24 refers*] - to receive update from outgoing Clerk and agree action as appropriate.
10. Correspondence
  - a) Government Consultation: 'Strengthening The Standards and Conduct Framework For Local Authorities in England' [emailed to councillors 21/12/24] – to receive and agree action as appropriate.
  - b) Locality Grant LB8\100609 from NY Cllr.Bastiman – to note £5,000 has been offered towards funding of materials for Rocket Station, to agree to accept the grant and to authorise Chairman and Clerk to sign acceptance form.
  - c) Correspondence received after 23/12/24 & requiring a response before next meeting – to agree action as appropriate.

11. Planning Matters:-
  - a) Applications Received (to agree comments):- None at preparation of agenda.
  - b) Decisions Received (to note):- None at preparation of agenda.
  - c) To agree comments/note any planning matters/decisions received after 23/12/24.
12. Finance - to receive and note an update on budget V actual expenditure as at 30/11/24  
(*enclosed*)
13. Accounts to Certify:- J Marley (contractual payments and end of employment adjustment) £269-95; WPJ&J Flinton (extra verge cutting) £247-50; HMRC (tax/NO Oct-Dec) £285-80.

*J. Marley*

J. Marley (Mrs)

Clerk to the Parish Council

24<sup>th</sup> December 2024

**INFORMATION** – Agenda prepared by J Marley (outgoing Clerk). Meeting to be clerked by A Adnitt (incoming Clerk).

NEXT MEETING – Thursday 6<sup>th</sup> February 2025

**MINUTES OF ORDINARY MEETING OF BURNISTON PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 5<sup>th</sup> DECEMBER 2024 AT 6.30PM**

**Present:** Councillor R Parsons (Chairman)  
Councillors P Grimwood, A Hill, C Murray

1 member of public, Mrs J Marley (Clerk).

**Absent:** Cllrs. B Marley, V Powell, P Tidd, C Topham.

**102/24 APOLOGIES:- Received** from Cllrs. B Marley, V Powell, P Tidd, C Topham, North Yorkshire Cllr. Bastiman.

**103/24 REASONS FOR ABSENCE:- Approved** Cllrs. B Marley (personal commitment), V Powell (family illness), P Tidd (prior commitment), C Topham (ill), North Yorkshire Cllr. Bastiman (prior commitment).

**104/24 DECLARATIONS OF INTEREST:** None.

**105/24 MINUTES**  
Having been previously circulated, **resolved** the minutes of the Council meeting of 7<sup>th</sup> November 2024 be **approved** as an accurate record and authorised for signature by the Chairman.

**106/24 PUBLIC OPEN FORUM** No matters raised.

**107/24 MATTERS RAISED IN PUBLIC OPEN FORUM** None.

**108/24 REPORTS**

- a) **Police:** the report for incidents during November had been emailed to councillors on 2/12/24 and was **received**. It was noted the mobile Police office at the village hall had left early due to the snow.
- b) **Unitary:** No report to receive.
- c) **Parish:** No matters to report.
- d) **Clerk:** No matters to report.
- e) **Staffing Committee:** No matters to report.
- f) **Working Groups:** No update to receive.

**109/24 UPDATES ON ITEMS FROM NOVEMBER MEETING**

- a) Fracking [*Minute 93/24 refers*] – **noted** report from Chairman that he had attended meetings of several adjacent parish council and the following were now on the Liaison Working Group:- Cllr. Fanthorpe (Cloughton) Cllr. Bore (Newby & Scalby), Cllr. Broadhurst (Staintondale). The working group had met earlier in the week and the Frack Free Coastal Zone had met last week. He had today visited the existing oil& gas extraction site at Wressle. Chairman also reported he understood that funds would not be available from Cllr. Bastiman's Locality Budget to help with leaflet/publicity costs.
- b) Contributions to poster costs for "clean up your dog poo" campaign [*Minute 94/24c refers*] –Lindhead School may be interested in helping with posters, Cllr. Grimwood to enquire of a local sign making firm as to possible costs to agree action, Clerk to ask if Cllr. Bastiman could contribute anything via Locality funding.
- c) Amended location for new noticeboard [*Minute 94/24c refers*] – **noted** report by Clerk that NYC had not yet responded to the request for a Highways Structure licence (informal discussions indicated that the location of utilities in the verge could pose a problem). **Resolved** board to be erected in original location (wall of 35 High Street) and Woods Close corner location scrapped. In the new year to consider erecting an additional noticeboard at some other location.
- d) Rocket Station [*Minute 95/24a refers*] – **resolved** update from Cllr. Parsons be received and payment of £1,100 for legal fees be authorised for payment Messrs. Thorpe & Co, solicitors in Scarborough.

**110/24 EMPTY GRIT BINS & LACK OF GRITTING**

Clerk reported that numerous residents had complained about empty grit bins (Quarry Bank, Dale Rise/Limestone Road corner, outside 42 Limestone Road) and the need for Limestone Road to be gritted. A councillor reported he'd seen a gritter running down Limestone Road on the evening of 21/11/24 but it was not spreading; similarly the NYC retained farmer had run down Limestone Road with his blade 8" above the road. **Resolved** Clerk to make Highways aware and check on

gritting of Priority 2 route; also to raise the matter of "in limbo" bins at the upcoming Parish Liaison meeting.

**111/24** **BURNISTON SHOW RESIDUAL FUNDS**

The Chairman reported that all groups who had received grants had now complied with the terms of the grants given although the Hospice had slightly re-named the room from what had been asked for and Cllr. Parsons to liaise with Hospice in that respect. **Resolved** the distribution of funds and update reports now finalised.

**112/24** **CORRESPONDENCE**

- a) **Resolved** email from parishioner regarding dustbins restricting visibility at Limestone Road/High Street junction be received and matter to be passed to Area3 Highways and Cleansing for action.
- b) Correspondence received after 30/11//24 & requiring a response before next meeting – **resolved** email from highways re urban highway grass cutting for 2025/26 be received and the £894-44 for cutting urban highway visibility splays be accepted.

**113/24** **PLANNING MATTERS**

- a) **Applications Received:-** None.
- b) **Decisions received & noted:-** None.
- c) **Planning matters received after 30/11/24:-** None.

**114/24** **FINANCE & REGULATORY MATTERS**

- a) 2025/26 precept [*report circulated with agenda*]. **Resolved** the report and its recommendation be received and the 2025/26 precept be set at £18,997-00.
- b) Biodiversity Policy [*report & draft policy circulated with agenda*]. **Resolved** the Clerk's report and the draft policy be received. The policy was adopted with immediate effect without change; to be reviewed in December 2025.
- c) Administrative alterations for change of Clerk – **resolved** Chairman and outgoing Clerk be authorised to carry out the necessary council administrative alterations for the change of Clerk.

**115/24** **ACCOUNTS TO CERTIFY** – Having been previously notified, the following were approved for payment via online banking (Cllrs. Hill and Parsons to do the online authorisation within 24 hours):-

Newby & Scalby Town Council	Room hire	£47-50
Sneakytrick Holdings Ltd	Gov.uk purchase and migration	£100-00

**116/24** **EXCLUSION OF PUBLIC & PRESS:** At 8.00pm it was **resolved** that under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the next item.

**117/24** **PERSONNEL MATTERS**

Appointment of new Clerk/RFO –

- a) **resolved** to receive the recommendation of the Staffing Committee that Audrey Adnitt be offered the position of Clerk to Council and Responsible Financial Officer
- b) **resolved** pay scales and other contract-associated details would be held as a confidential note which does not form part of these minutes and will be held on the employee's personnel file.
- c) **resolved** Chairman and outgoing Clerk to create and issue contract of employment for incoming Clerk.

There being no further business, the Chairman declared the meeting closed at 8.30 pm

## ACTUAL - V - BUDGET 2024/25

<b>RECEIPTS</b>			
<b>BUDGET HEADS OF INCOME</b>	<b>BUDGET 2024/2025</b>	<b>ACTUAL EX VAT to 30/11/24</b>	<b>ACTUAL inc VAT to 30/11/24</b>
Precept	£18,043.00	£18,043.00	£18,043.00
Agency services (NYUC)	£1,307.06	£1,307.06	£1,307.06
Agency services (MA)	£10,844.96	£12,200.58	£12,200.58
Interest on Invts & a/c	£707.00	£607.20	£607.20
Misc	£0.00	£0.00	£0.00
VAT recovered	£1,900.00	£2,082.95	£2,082.95
Capital grants	£0.00	£0.00	£0.00
<b>RECEIPTS TOTAL</b>	<b>£32,802.02</b>	<b>£34,240.79</b>	<b>£34,240.79</b>

<b>PAYMENTS</b>			
<b>BUDGET HEADS OF PAYMENTS</b>	<b>BUDGET 2024/2025</b>	<b>ACTUAL EX VAT to 30/11/24</b>	<b>ACTUAL inc VAT to 30/11/24</b>
Bus shelters (SBC)	£605.59	£0.00	£0.00
Churchyard (SBC)	£639.67	£639.67	£639.67
Parks (SBC)	£2,897.88	£961.87	£991.87
Prickybeck (SBC)	£0.00	£220.00	£230.00
Seats (SBC)	£504.92	£0.00	£0.00
Verges (SBC)	£6,196.90	£9,147.96	£10,977.58
Weed control (NYUC)	£412.62	£0.00	£0.00
Verges (NYUC)	£838.59	£250.00	£300.00
Payments-Sub-Total (1)	£12,096.17	£11,219.50	£13,139.12
Audit	£230.00	£240.00	£282.00
Bank charges	£72.00	£47.40	£47.40
Chair's allowance	£0.00	£0.00	£0.00
Clerk allowances	£460.00	£308.57	£313.07
Clerk expenses	£0.00	£0.00	£0.00
Clerk salary	£4,914.00	£2,257.92	£2,257.92
Hall hire	£120.00	£85.50	£85.50
Insurance	£350.00	£300.00	£300.00
Misc	£50.00	£20.00	£20.00
Newsletter	£100.00	£0.00	£0.00
Pension conts	£450.00	£294.88	£294.88
Petty cash	£30.00	£0.00	£0.00
Stat/off. Exp	£15.00	£685.16	£822.18
Subs	£550.00	£510.00	£510.00
Tax/NI	£1,000.00	£518.02	£518.02
Training	£50.00	£0.00	£0.00
Website	£120.00	£140.00	£140.00
Payments-Sub-Total (2)	£8,511.00	£5,407.45	£5,590.97
<b>UNBUDGETED EXP.</b>			
Capital Spending (Asset purchase)	£0.00	£0.00	£0.00
Other payments (Not listed here)	£0.00	£85.00	£85.00
S. 137 payments	£0.00	£0.00	£0.00
Grants made	£0.00	£0.00	£0.00
Community Assets	£0.00	£0.00	£0.00
Payments-Sub-Total (3)	£0.00	£85.00	£85.00
<b>PAYMENTS TOTAL (1+2+3)</b>	<b>£20,607.17</b>	<b>£16,711.95</b>	<b>£18,815.09</b>