

## Burton Fleming Parish Council

### **Minutes of Parish Council Meeting No 5 – 2015/16 Held Tuesday 15 March 2016 in the Methodist Church Schoolroom at 7.00pm**

**Present:**

Parish Councillors: J Hairsine, J Jackson, R Lindley, A Marr,  
B Southwell, K Wells, S Wells

Members of the Public: One in attendance

Wards Councillors/Police:

Mrs Sarah Marr recorded the minutes

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The Chairman opened the meeting and thanked everyone for their attendance.

**21/16 To Receive and Approve Apologies for Absence**

Cllr S Brambles

Cllr C Skelton

**22/16 Code of Conduct (01 July 2012)**

(a) To record Declarations of Pecuniary and Non-Pecuniary Interests.  
Members declaring interest should identify the agenda item and state  
which interest is being declared.

(b) To note Dispensations in Respect of Agenda Items Below

Cllr B Southwell: pecuniary interest for agenda item – Thwing Hill Field  
Tender

**23/16 Public Participation**

One member of the public observed the meeting.

**24/16 To Approve the Minutes of the Previous Meetings 18 January 2016**

**RESOLVED:** (all in favour)

that the minutes of the previous meetings were approved and signed as a  
true and correct record, **Proposed by Cllr K Wells and Seconded by  
Cllr R Lindley**

**25/16 To Note and Review Clerk's Action Log**

7/16 Flood Management: Flooding Information No 7 has been  
distributed throughout the village

18/16 Parish Notice Board: This has now been varnished by  
Mr Hetherington

**26/16 Correspondence**

Councillor Margaret Chapman, MBE: It was with sadness to announce  
that Councillor Margaret Chapman, MBE, Ward Member for East Wolds  
and Coastal on ERYC, died on Friday 4 March 2016. The funeral will take  
place on Wednesday 16 March 2016 at Priory Church, Bridlington at 12  
noon. The service will be followed by a private cremation.

Community Policing in Our Area – Community Beat Manager, PC 680  
Martin Phillips and East Wolds and Coastal PCSO 7898 Andy Milner.  
This information to be placed in the village newsletter.

**ACTION BY CLERK**

Lissett Community Wind Farm Fund – The Fund is now open to receive  
applications until 30 April 2016

Brownfield Register, ERYC – ERYC has been selected to take part in a pilot scheme for preparing a Brownfield Register. Brownfield (previously developed) land has an important role to play in meeting the country's need for new homes and the Government has made a commitment to introduce local brownfield registers and ensure that 90% of suitable brownfield sites have planning permission for housing by 2020.

It is hoped that Brownfield registers will improve the quality, availability and transparency of information on brownfield sites that are suitable for housing. This will provide certainty for communities and other interested parties, encouraging investment in local areas.

Parish Councils are required to assist ERYC in preparing evidence for the first stage of this pilot by providing a list of potential brownfield sites in its local areas.

Members agreed that they were no such site in Burton Fleming, however, the Clerk was asked to draw ERYC's attention to the old sewage works in Penny Lane.

#### **ACTION BY CLERK**

North Wolds Lions Donation – To celebrate the historic occasion of the 90<sup>th</sup> birthday of Her Majesty the Queen, the Lions Club has generously agreed to donate £200.00 to each of the 23 villages it serves. The money is to be spent by the Parish Council on any items it may consider memorable during this year. This may include items such as a new notice board, new village seat, improvements to the village hall or to help fund a street party to celebrate Her Majesty's birthday. Permanent structures will require a small plaque to commemorate the donation by North Wolds Lions Club in celebration of the Queen's 90<sup>th</sup> birthday.

The following ideas were put forward:

- To donate £200 to the Village Hall for the over 65's Afternoon Tea Party to celebrate the Queen's 90<sup>th</sup> birthday
- To spend £200 purchasing a new bench for the Mere Pond which would require extra finance from the Parish Council
- To share the donation between two celebratory parties, one party for the over 65's and one party for the children of the village.

Discussion ensued with some members agreeing that the money should be donated to the Village Hall over 65's afternoon tea party, whilst other members felt that this wasn't spending money for the benefit of the whole village.

A recent request had been made to the residents through the village newsletter asking if anyone would like to donate and dedicate a village seat to replace the damaged one at Mere Pond. There has been no response to this request to date.

Currently, no arrangements have been made for a children's celebration party.

**RESOLVED:** (4 votes in favour and 3 votes against)  
that the Lion's donation of £200.00 be used for the benefit of a new village seat at the Mere Pond, **Proposed by Cllr A Marr and Seconded by Cllr R Lindley**

#### **ACTION BY CLERK**

**27/16 To Approve Transactions and the Finance Statement for January and February**

<u>Description</u>	<u>Current A/C</u>	<u>Money Man A/C</u>	<u>Total</u>
Opening Balance (end Dec 2015)	<b>£1,446.84</b>	<b>£3,468.40</b>	<b>£4,915.24</b>
Wages (January)	(£298.48)		(£298.48)
Wages (February)	(£298.48)		(£298.48)
ERNLLCA (Transparency Code Fund)	£1,063.41		£1,063.41
Closing Balance (end Feb 2016)	<b>£1,913.29</b>	<b>£3,468.40</b>	<b>£5,381.69</b>

**RESOLVED:** (all in favour)

that all accounts submitted are approved, **Proposed by Cllr J Hairsine and Seconded by Cllr J Jackson**

**28/16 External Audit Arrangements for Smaller Authorities**

Under the Local Audit (Smaller Authorities) Regulations 2015 ('the Regulations') the Smaller Authorities' Audit Appointments Ltd (SAAA) is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements. This SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities.

By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed. All the smaller authorities have been divided into five groups depending on their financial turnover:

Group 1 Opted-in authorities (those that have not formally decided to opt out) with income or expenditure exceeding £25k;

Group 2 Opted-out authorities with income or expenditure exceeding £25k;

Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k;

Group 4 Opted-out authorities with neither income nor expenditure exceeding £25k; and

Group 5 Financially inactive authorities.

With effect from 2017/18 very few of these authorities will be required to undergo a limited assurance audit review or to pay any audit fee.

All authorities will, however, need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities. An annual exemption form (which SAAA will provide) must be completed and submitted to SAAA or an auditor specified by SAAA by an agreed date. By completing this form the Parish Council is certifying that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question.

If the Parish Council wishes to have a limited assurance audit review, despite not being required to do so, it must inform the SAAA by the end of the financial year in question. SAAA will then appoint an auditor to undertake the review, for which a fee of £200 will be payable.

**RESOLVED:** (all in favour)

that the Parish Council remains 'opted in' as part of Group 3 of the Smaller Authorities' Audit Appointments Scheme (SAAA) **Proposed by Cllr K Wells and Seconded by Cllr A Marr**

**29/16 Burton Fleming Parish Council Insurance Policy**

**RESOLVED:** (all in favour)

that the Zurich Municipal Parish Council Policy with the premium of £251.85 be accepted, **Proposed by Cllr K Wells and Seconded by Cllr R Lindley**

**30/16 Society of Local Council Clerks (SLCC) Membership Renewal**

That the Society of Local Council Clerks (SLCC) membership is renewed at the cost of £88.00 **Proposed by Cllr R Lindley and Seconded by Cllr A Marr**

**31/16 To Receive, Consider and Note Planning Applications & Documentation** (and subsequent plans received following publication of agenda)

**The following applications have been approved by ERYC**

Planning Ref 15/03039 – Full Planning Permission for Change of use of outbuilding/store to provide an additional unit of living accommodation for a disabled person at Mere Farm Cottage Hunmanby Road Burton Fleming East Riding Of Yorkshire, YO25 3PT for MR ROBERT MASON

Planning Ref 15/03028/PLB – Listed Building Consent for Alterations in connection with conversion of outbuilding/store to disabled persons accommodation at Mere Farm Cottage, Hunmanby Road, Burton Fleming, East Riding Of Yorkshire YO25 3PT for MR ROBERT MASON

**32/16 Grass Cutting Tender for 2016**

**RESOLVED:** ( all in favour)

that the grass cutting tender for Summer 2016 be awarded to All Seasons Groundcare for a total cost of £2,290.00 **Proposed by Cllr K Wells and Seconded by Cllr R Lindley**

**33/16 Thwing Hill Field Tender for 2016**

that the Thwing Hill Field Tender be awarded to DV & D Southwell & Son for the total of £30.00, **Proposed by Cllr K Wells and Seconded by Cllr R Lindley**

**34/16 Village Taskforce Walkabout**

The biennial Village Taskforce Walkabout will take place at 9.30am on Monday 04 April 2016. The Chairman and Clerk will attend and will meet with Mike Connor, ERYC at the Village Notice board.

Some areas of the village that require attention have been already been pointed out by Members and residents and these include:

- the poor state of the tarmac along Wold Newton Road all the way to Breamer Bridge
- the footpath up to the cemetery along Thwing Road
- the white lines around the village are in need of replenishment and it was noted that the white line at the bottom of South Lane was never renewed following resurface work.
- there are several deep potholes that require attention.

The Clerk will check and make note of any other areas that may need attention in the village before the walkabout meeting.

The Clerk will also make a request from the residents via the newsletter

**ACTION BY CLERK**

**35/16 Highway Repairs**

Repairs have been completed at Denby Crossroads. The matter of the poor state of repair of Nine Dikes Road has been noted by Highways, ERYC and it will be proposed that works to this road are included in the ERYC budget for 2016/17.

**36/16 New Timetable for 124 Bus Service**

Unfortunately, responses were very low for the recent consultation for this service, therefore the Saturday service has been cut. There will be one bus to Driffield on Thursday and one bus to Bridlington on Wednesday.

**37/16 Flood Management Update**

- The Gypsy Race is now flowing
- Russ Towse has been in contact with Cllr K Wells to confirm that ERYC are ready to act if required
- The initial response is to block gullies with sandbags
- An officer from ERYC will be inspecting the Gypsy Race etc to compile an Environmental Impact Assessment of any flood alleviation works
- Contrary to previous reports, a final decision had not been taken on which flood alleviation scheme would be used

**38/16 Cemetery**

Cllr K Wells has made further enquiries with regard to the planning application to extend the cemetery. Following the guidelines set by the Environment Agency (EA), it appears that that there is no requirement to carry out all of the survey work requested, particularly in view of the fact that we already have a cemetery in place.

Cllr K Wells requested more time to gather information and evidence that could be put forward for a planning application and this was agreed.

***ACTION BY CHAIRMAN***

**39/16 Meeting Room Arrangements**

Due to the closure of the Methodist Church it was necessary to find alternative accommodation for Parish Council Meetings, it was therefore,

***RESOLVED***

that the meetings of the Parish Council would now be held at the Village Hall at a cost of £8.00 per hour capped at 2 hours to include set up and clear up time, ***Proposed by Cllr J Hairsine and Seconded by Cllr S Wells***

A calendar of meetings will be provided for the Village Hall Secretary.

**40/16 Village Hall Over 65's Afternoon Tea Party - Request for Donation**

***RESOLVED:*** (4 in favour, 2 against, 1 abstainer)

that the Parish Council donate the sum of £200.00 for the Over 65's Afternoon Tea Party at which they will be celebrating HM the Queen's 90<sup>th</sup> birthday party, ***Proposed by Cllr B Southwell and Seconded by Cllr J Jackson***

**41/16 Any Other Business**Land Registry

It was reported that it is a requirement that Parish Council land should be registered with the Land Registry.

The Clerk is to check the details for Thwing Hill Field, White Hill Field, Village Green and the Cemetery. School Pond belongs to Yorkshire Water and the Mere Pond is common land

Closure of the Methodist Church

It was noted with sadness that this would be the last Parish meeting in the Methodist Church as it was now being sold.

Members paid tribute to Bob Stansfield for his many years of work at the Church Hall. It was agreed to write to Bob to thank him sincerely for assisting the Parish Council with its meetings by ensuring that the room was always warm and well prepared.

Street Scene

- Various potholes in and around the village. These will be reported to Highways
- Information regarding the care of daffodils to be placed in the newsletter

**42/16 Time and Date of the Next Meeting**

The next meeting of the Parish Council will be held on 17 May 2016 at 7.00pm in the Village Hall

**43/16 Close of Meeting**

The Chairman thanked everyone for their attendance. There being no further business, the meeting closed at 8.10pm.

Chairman's Signature: ..... Date: .....