

Burton Fleming Parish Council

Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 07 May 2024 in the Village Hall at 7.00pm

Present:

Parish Councillors: B Southwell, E Hayton, A Marr, S King, P Stansfield, K Mercer

Members of the Public: Mr Knowles, Mrs T Townsend

Wards Councillors/Police: Cllr J Owen

Jennifer Hobson (Clerk) recorded the minutes

Cllr K Wells gave a warm welcome to everyone and thanked them for their attendance. Cllr K Wells then explained that once a new chair was elected, he would be standing down, not only as the Chair but also a Parish Councillor.

30/24 Election of Officers 2024/25

RESOLVED: (all in favour)
that Cllr Andrew Marr is elected as Chair of Burton Fleming Parish Council.
Proposed by Cllr B Southwell and Seconded by Cllr S King.

RESOLVED: (all in favour)
that Cllr B Southwell is elected as Vice Chair of Burton Fleming Parish Council.
Proposed by Cllr T Stansfield and Seconded by Cllr K Mercer.

31/24 To Receive and Approve Apologies for Absence

Cllr S Kirven, Cllr C Skelton, Cllr S Wells

32/24 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

33/24 To Approve the Minutes of Previous Meeting – 10 May 2023

RESOLVED: (all in favour)
that the minutes of the previous annual meeting were approved and signed as a true and correct record.
Proposed by Cllr T Stansfield and Seconded by Cllr B Southwell.

34/24 To Approve HSBC Banking Signatories for 2024/25 following Election of Officers

RESOLVED: (all in favour)
that following election of officers the banking signatories remain the same as Cllr A Marr – Chair, Cllr B Southwell – Vice Chair and Miss J Hobson – Clerk to the Council.
Proposed by Cllr A Marr and Seconded by Cllr K Mercer

35/24 To Review Internal Control Arrangements for Annual Governance Statement 2024/25

- RESOLVED:** (all in favour)
- (1) that members acknowledge responsibility to ensure a sound system of internal control, including the preparation of accounting statements.
 - (2) that these measures have been reviewed for the continued effective financial management of the Parish Council.

Proposed by Cllr A Marr and Seconded by Cllr K Mercer**36/24 To Receive and Approve the Financial Statement Year End March 2024****RESOLVED: (all in favour)**

- (1) that the Financial Statement Year End March 2023/24 be approved
- (2) that the Certificate of Exemption be signed and returned to the external auditor
- (3) that the Internal Audit be noted – no issues were raised
- (4) that the Annual Governance Statement 2023/24 be completed and signed accordingly
- (5) that the Annual Accounting Statements 2023/24 be completed signed accordingly
- (6) that the Asset Register is up to date

Proposed by Cllr B Southwell and Seconded by Cllr K Mercer**37/24 To Approve Adoption of Dates for the Period of Exercise of Public Rights****RESOLVED: (all in favour)**

that the annual accounts inspection period of 03 June 2024 to 12 July 2024 be approved.

Proposed by Cllr S King and Seconded by Cllr K Mercer**38/24 To Appoint an Internal Auditor for 2024/25**

Thanks were expressed to Mrs Paula Bolam for giving her time to audit the accounts.

RESOLVED: (all in favour)

that Mrs Paula Bolam is approved as the Internal Auditor of accounts 2024/25 for Burton Fleming Parish Council.

Proposed by Cllr S King and Seconded by Cllr K Mercer**39/24 To Review the Cemetery Fees & Regs****RESOLVED: (all in favour)**

- (1) that all regulations remain the same except to change "Cllr Stephen Brambles" to "Mr Stephen Brambles" on point 4
- (2) that all cemetery fees are increased as follows:

Proposed by Cllr A Marr and Seconded by Cllr K Mercer***ACTION BY CLERK*****Burton Fleming Cemetery Fees**

The fees listed below apply to:

- Parishioners who have been resident in the Parish of Burton Fleming, immediately prior to death
- persons who live in a different Parish but who have previously been a Parishioner in the Parish of Burton Fleming
- For all non-parishioners, the fees charged will be double those stated below.

Exclusive Rights of Burial including Interment – Single Grave

- For the exclusive right of burial in an earthen grave not exceeding 7ft x 3ft and depth 6ft 6in and for the interment of a Parishioner £450.00

Exclusive Rights of Burial including Interment – Double Grave

- For the exclusive right of burial in an earthen double grave not exceeding 7ft x 3ft £550.00

Interment in an Existing Grave

- For the exclusive right of burial into an existing earthen double grave or cremated remains £175.00

Interment of Cremated Remains

- For the exclusive rights of burial in a grave 2ft x 2ft for a Parishioner £175.00
- For interment into existing grave £125.00

Memorials

- A tablet laid horizontally to the ground, including inscription £75.00

Additional Information

- The fees remain the same for reservation of exclusive rights of burial.
- The fees are double if you wish to take a plot out of rotation
- The fees do not include the digging of the grave

40/24 To Review the Community Emergency Plan

- All Parish Councillor and Ward Councillor details to be updated to reflect updated telephone numbers
- All mention of Yorkshire Coast radio is removed
- All mention of deploying sandbags is replaced with “request ERYC deploy sandbags”
- All mention of the residents distribution list of removed
- All contacts under Section 4 Community Resources be contacted to check that they still exist and are happy to continue being included
- All External Contact Details are checked and updated where necessary
- The Chair to be named as the individual who will keep the press informed

ACTION BY CLERK

41/24 To Approve Meeting Dates

RESOLVED: (all in favour)

that the meeting dates be set as:

Tuesday 09 July 2024

Tuesday 10 September 2024

Tuesday 05 November 2024

Tuesday 07 January 2025

Tuesday 04 March 2025

Tuesday 06 May 2025 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting)

Proposed by Cllr T Stansfield and Seconded by Cllr E Hayton

42/24 To Receive Burton Fleming Annual Report 2023/24

Members received a copy of the annual report. The Chair confirmed that members of the public were welcome to take a copy and that a copy would be made available on the Parish Council website.

43/24 Public Participation

No members of the public present wished to speak.

44/24 Close of Meeting

The Chairman thanked everyone for their attendance and involvement. There being no further business the meeting closed at 7.30pm.

Chairman’s Signature: Date: