

# Burton Fleming Parish Council

## **Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 08 May 2018 in the Village Hall at 7.00pm**

### **Present:**

Parish Councillors: J Hairsine, C Skelton, B Southwell,  
K Wells, S Wells, S Brambles, R Lindley

Members of the Public: Kate Mercer

Wards Councillors/Police: Cllr Paul Lisseter, PC 0680 Martin Briggs, PCSO 7568 Steven Sharp

Jennifer Hobson (Clerk) recorded the minutes

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Cllr K Wells gave a warm welcome to everyone and thanked them for their attendance.

### **36/18 Election of Officers 2018/19**

**RESOLVED:** (all in favour)  
that Cllr Keith Wells is re-elected as Chairman of Burton Fleming Parish Council.  
**Proposed by Cllr S Brambles and Seconded by Cllr R Lindley.**

**RESOLVED:** (all in favour)  
that Cllr S Brambles is re-elected as Vice Chairman of Burton Fleming Parish Council.  
**Proposed by Cllr C Skelton and Seconded by Cllr J Hairsine**

### **37/18 To Receive and Approve Apologies for Absence**

Cllr J Jackson, Cllr A Marr, Cllr J Evison, Cllr J Owen

### **38/18 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

### **39/18 To Approve the Minutes of Previous Meeting – 09 May 2017**

**RESOLVED:** (all in favour)  
that the minutes of the previous annual meeting were approved and signed as a true and correct record.

### **40/18 To Approve HSBC Banking Signatories for 2018/19 following Election of Officers**

**RESOLVED:** (all in favour)  
that following election of officers the banking signatories remain as Cllr K Wells – Chairman, Cllr S Brambles – Vice Chairman and Miss Jennifer Hobson – Clerk to the Council.

**Proposed by Cllr K Wells and Seconded by Cllr S Brambles**

### **41/18 To Review Internal Control Arrangements for Annual Governance Statement 2018/19**

- 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 K Wells and Seconded by Cllr C Skelton**

**42/18 To Receive and Approve the Financial Statement Year End March 2017/18**

**RESOLVED: (all in favour)**

- (1) that the Financial Statement Year End March 2017/18 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 2018/18 be completed and signed accordingly
- (5) that the Annual Accounting Statements 2017/18 be signed accordingly

**Proposed by Cllr C Skelton and Seconded by Cllr B Southwell**

**43/18 To Approve Adoption of Dates for the Period of Exercise of Public Rights**

**RESOLVED: (all in favour)**

that the annual accounts inspection period of 04 June 2018 to 13 July 2018 be approved.

**Proposed by Cllr C Skelton and Seconded by Cllr S Brambles**

**44/18 To Appoint an Internal Auditor for 2018/19**

**RESOLVED: (all in favour)**

that Mr Crispin Blyth is approved as the Internal Auditor of accounts 2018/19 for Burton Fleming Parish Council.

**Proposed by Cllr K Wells and Seconded by Cllr C Skelton**

**45/18 To Review Pay and Conditions for the Clerk**

**RESOLVED: (all in favour)**

that the Clerk's wages be increased to £9.34 per hour which was the minimum for a Clerk to council at LC1 SCP 15. Hours to remain the same at 8 hours per week being carried out including 50 hours holiday per annum. Any extra hours worked are to be brought to the attention of members at the appropriate parish meeting, to request approval for payment.

**Proposed by Cllr R Lindley and Seconded by Cllr C Skelton**

**46/18 To Approve Standing Order for the Clerks Wages**

**RESOLVED: (all in favour)**

that the standing order at HSBC Bank for the payment of the Clerk's wages is approved.

**Proposed by Cllr S Wells and Seconded by Cllr J Hairsine**

**47/18 To Review the Asset Register**

**RESOLVED: (all in favour)**

that the Asset Register presented to the members as at May 2018 be approved.

**Proposed by Cllr K Wells and Seconded by Cllr S Brambles**

**48/18 To Review the Cemetery Fees & Regs**

**RESOLVED: (all in favour)**

that there should be mention of double fees applying for any non-parishioners as previously agreed. Other than that there should be no change to the current fees.

**Proposed by Cllr K Wells and Seconded by Cllr S Brambles**

**49/18 To Adopt GDPR Policies and Appoint a DPO**

**RESOLVED:** (all in favour)

(1) that the previously distributed policy documents be formally adopted by the Parish Council

(2) that the Clerk be appointed as the DPO

**Proposed by Cllr K Wells and Seconded by Cllr S Brambles**

**50/18 To Approve Meeting Dates**

**RESOLVED:** (all in favour)

that the meeting dates of Tuesday 10 July 2018, Tuesday 11 September 2018, Tuesday 13 November 2018, Tuesday 08 January 2019, Tuesday 12 March 2019 and Tuesday 07 May 2019 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting) are approved

**Proposed by Cllr K Wells and Seconded by Cllr B Southwell**

**51/18 To Receive Burton Fleming Annual Report 2017/18**

Members received a copy of the annual report and thanks were expressed to all those who had contributed to the report.

**52/18 Public Participation**

- Mrs K Mercer raised two concerns. One being the long standing issue with Mr Mendham's properties which continue to be an eyesore within the village. The other being the lack of detailed information available to the general public about planning applications.

It was reported that the latest update from ERYC regarding September Cottage was received on 23 April 2018 and stated that ERYC were currently going through the enforcement process.

It was confirmed to Mrs Mercer that all planning application information is available to any member of the public online and whilst it was noted that this may not be available to residents without internet access, it was unfortunate that this is now the only means available.

The Parish Council continue to publish outline details of each planning application online and in the village newsletter as the timeliness of the information received allows.

**53/18 Close of Meeting**

The Chairman thanked everyone for their attendance and involvement. There being no further business the meeting closed at 7.20pm.

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