

Burton Fleming Parish Council

Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 10 May 2022 in the Village Hall at 7.00pm

Present:

Parish Councillors: K Wells, B Southwell, J Jackson, R Hayton, J Hairsine, S King

Members of the Public: Mrs K Mercer, Mrs T Townsend, Mrs P Hope, Mrs Hayton, Mr C Hayton

Wards Councillors/Police: None

Jennifer Hobson (Clerk) recorded the minutes

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

37/22 Election of Officers 2022/23

RESOLVED: (all in favour)

that Cllr Keith Wells is re-elected as Chairman of Burton Fleming Parish Council.
Proposed by Cllr J Hairsine and Seconded by Cllr R Hayton.

RESOLVED: (all in favour)

that Cllr A Marr is elected as Vice Chairman of Burton Fleming Parish Council subject to his approval.

Proposed by Cllr K Wells and Seconded by Cllr J Hairsine.

38/22 To Receive and Approve Apologies for Absence

Cllr C Skelton, Cllr J Evison, Cllr Dewhirst

Cllr A Marr was absent

Cllr S Wells was absent

39/22 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

40/22 To Approve the Minutes of Previous Meeting – 18 May 2021

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 J Hairsine and Seconded by Cllr B Southwell.

41/22 To Approve HSBC Banking Signatories for 2022/23 following Election of Officers

RESOLVED: (all in favour)

that following election of officers the banking signatories are Cllr K Wells – Chairman, Cllr A Marr – Vice Chairman and Miss J Hobson – Clerk to the Council.

Proposed by Cllr K Wells and Seconded by Cllr J Hairsine

42/22 To Review Internal Control Arrangements for Annual Governance Statement 2022/23

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 B Southwell

43/22 To Receive and Approve the Financial Statement Year End March 2022/23

RESOLVED: (all in favour)

- (1) that the Financial Statement Year End March 2021/22 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 2021/22 be completed and signed accordingly
 - (5) that the Annual Accounting Statements 2021/22 be signed accordingly
 - (6) that the Asset Register be updated to account for the replacement of the printer
- Proposed by Cllr S King and Seconded by Cllr B Southwell**

44/22 To Approve Adoption of Dates for the Period of Exercise of Public Rights

RESOLVED: (all in favour)

that the annual accounts inspection period of 13 June 2022 to 22 July 2022 be approved.

Proposed by Cllr K Wells and Seconded by Cllr J Hairsine

45/22 To Appoint an Internal Auditor for 2022/23

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 2022/23 for Burton Fleming Parish Council.

Proposed by Cllr K Wells and Seconded by Cllr S King

46/22 To Review Pay and Conditions for the Clerk

RESOLVED: (all in favour)

that the Clerk's wages be increased to £10.21 per hour which was the minimum for a Clerk to council at LC1. 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 J Hairsine and Seconded by Cllr B Southwell

47/22 To Review the Cemetery Fees & Regs

RESOLVED: (all in favour)

- (1) that all regulations remain the same
- (2) that the Cemetery fees are increased as follows:

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 £400.00

Exclusive Rights of Burial including Interment – Double Grave

- For the exclusive right of burial in an earthen double grave not exceeding 7ft x 3ft £500.00

Interment in an Existing Grave

- For the exclusive right of burial into an existing earthen double grave or cremated remains £150.00

Interment of Cremated Remains

- For the exclusive rights of burial in a grave 2ft x 2ft for a Parishioner £150.00
- For interment into existing grave £100.00

Memorials

- A tablet laid horizontally to the ground, including inscription £50.00

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

Proposed by Cllr K Wells and Seconded by Cllr J Hairsine

48/22 To Approve Meeting Dates

RESOLVED: (all in favour)

that the meeting dates be set as:

Wednesday 13 July 2022

Wednesday 7 September 2022

Wednesday 9 November 2022

Wednesday 11 January 2023

Wednesday 8 March 2023

Wednesday 10 May 2023 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting)

Proposed by Cllr J Hairsine and Seconded by Cllr S King

49/22 To Receive Burton Fleming Annual Report 2021/22

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

50/22 Public Participation

No members of the public present wished to speak.

51/22 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: