

Burton Fleming Parish Council

Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 18 May 2021 in the Village Hall at 7.00pm

Present:

Parish Councillors: K Wells, B Southwell, J Jackson, R Hayton, J Hairsine, A Marr, C Skelton

Members of the Public: Mrs F Turner, Mr J Baker, Mrs K Mercer, Mrs S McCaw, Mrs T Townsend, Mrs I Welford, Mrs S Kirven, Mrs A Oates, Mrs M Louth, Mr J Coleman

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.

93/21 Election of Officers 2020/21

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

RESOLVED: (all in favour)
that Cllr A Marr is elected as Vice Chairman of Burton Fleming Parish Council.
Proposed by Cllr K Wells and Seconded by Cllr J Jackson.

94/21 To Receive and Approve Apologies for Absence

Cllr S Wells, Cllr J Evison

95/21 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

96/21 To Approve the Minutes of Previous Meeting – 07 May 2019

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

97/21 To Approve HSBC Banking Signatories for 2021/22 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 C Skelton

98/21 To Review Internal Control Arrangements for Annual Governance Statement 2021/22

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 A Marr

99/21 To Receive and Approve the Financial Statement Year End March 2020/21

RESOLVED: (all in favour)

- (1) that the Financial Statement Year End March 2020/21 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 2020/21 be completed and signed accordingly
- (5) that the Annual Accounting Statements 2020/21 be signed accordingly
- (6) that the Asset Register remains as last year

Proposed by Cllr A Marr and Seconded by Cllr J Jackson

100/21 To Approve Adoption of Dates for the Period of Exercise of Public Rights

RESOLVED: (all in favour)

that the annual accounts inspection period of 14 June 2021 to 23 July 2021 be approved.

Proposed by Cllr K Wells and Seconded by Cllr A Marr

101/21 To Appoint an Internal Auditor for 2021/22

It was reported that Crispin Blyth had sent a note to the Parish Council stating that he felt he could no longer continue to undertake the Internal Audit for the Parish Council due to a potential conflict of interest arising now that his wife was the secretary of the Playground Committee.

It was agreed that the Parish Council would discuss appointing a new Internal Auditor at a future meeting.

102/21 To Review Pay and Conditions for the Clerk

RESOLVED: (all in favour)

that the Clerk's wages be increased to £10.04 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 A Marr

103/21 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 J Hairsine and Seconded by Cllr A Marr

104/21 To Review the Cemetery Fees & Regs

RESOLVED: (all in favour)

- (1) that all fees and regulations remain the same

Proposed by Cllr C Skelton and Seconded by Cllr R Hayton

105/21 To Approve Meeting Dates

RESOLVED: (all in favour)

that the meeting dates be set as: Tuesday 06 July 2021, Tuesday 7 September 2021, Tuesday 09 November 2021, Tuesday 11 January 2022, Tuesday 15 March 2022 and Tuesday 10 May 2022 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting) are approved

Proposed by Cllr K Wells and Seconded by Cllr B Southwell

106/21 To Receive Burton Fleming Annual Report 2020/21

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.

107/21 Public Participation

- Mrs K Mercer reported that almost all of the give way lines at the crossroads within the village were worn away and could do with renewing.

The Chair confirmed that the Biennial Village Taskforce Walkabout was due to take place in June so this matter would be reported to ERYC during that walkabout.

- Mrs F Turner declared a vote of no confidence in the Parish Council and proceeded to read out several matters which she did not find satisfactory. Despite the fact that Mrs Turner only had a right to address the Parish Council at the meeting, she asked the other members of the public present to show their support of her grievances by showing a display of hands.

The Parish Council did not feel able to address any of Mrs Turner's concerns at this meeting having not been given any notice of the matters raised. Mrs Turner was advised to send in her written complaints to the Clerk so that they could be properly considered by the Parish Council.

- Mrs S Kirven expressed her disappointment at the Parish Council's response to her request for support for a celebration to mark the Queen's birthday.
- Mrs Oates reported her concerns over the Scenic View Caravan Park planning applications stating that she was not aware of them at the time and felt the Parish Council should have done more to advertise these.

It was confirmed that all planning applications received by the Parish Council are displayed on the Parish Council website, on the noticeboard at the side of the shop and are published in the village newsletter whenever deadline dates allow.

- Mrs Oates reported on the problems being encountered by there being no sign for Byre Way. Couriers are unable to find the street leading to the mis-delivery of parcels.

The Chair confirmed that Byre Way was actually a private road and was never adopted by ERYC due to the developer not completing the road to the required standard. Over the years the Parish Council have approached ERYC about the issue but to no avail.

Cllr Hairsine suggested that the Parish Council look into the possibility of having a sign made and erected. It was noted that permission would have to be sought from the individual on the corner where the sign may be positioned. It was requested that the Clerk look into this.

- Mrs Louth reported that the pond house on the School Pond was now rotten and was resting on the floor of the pond. Mrs Louth also asked whether someone could clear out the Gypsy Race.

The Chair confirmed that it was the Parish Council's intention to host a meeting about the Gypsy Race which would be discussed in the following Parish Council meeting.

Mrs F Turner expressed her concern that she did not believe that the Parish Councillors walked around the village often enough to identify problems.

The Chair confirmed that he himself regularly walked around the village taking note of any issues as he went, as he had done for many years. The Chair also reported that the binennial village Taskforce Walkabout was due to take place in June which was an opportunity for the Parish Council to report on various issues around the village.

- Mr Coleman asked if it was acceptable that half the precept was spent on administration.

The Chair spoke to say that he did not believe that the Clerk was overpaid and confirmed that the pay scale used by the Parish Council was a legal framework. He felt that the Clerk did far more work than was possibly paid for and questioned who else may do the work for any less.

108/21 Close of Meeting

The Chairman thanked everyone for their attendance and involvement. There being no further business the meeting closed at 8.00pm.

Chairman's Signature: Date: