

Burton Fleming Parish Council

Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 17 May 2016 in the Village Hall at 7.00pm

Present:

Parish Councillors: J Jackson, A Marr, B Southwell, K Wells, S Wells
Members of the Public: None in attendance
Wards Councillors/Police: Cllr Jane Evison, Cllr Jonathan Owen,
Cllr Paul Lisseter

Mrs Sarah Marr recorded the minutes

Cllr K Wells gave a warm welcome to Cllrs Jane Evison and Jonathan Owen; including Paul Lisseter, who was introduced to Members as the newly elected East Wolds and Coastal Ward Councillor. Cllr Wells thanked everyone for their attendance at the meeting.

44/16 Election of Officers 2016/17

RESOLVED: (all in favour)

that Cllr Keith Wells is re-elected as Chairman of Burton Fleming Parish Council, **Proposed by Cllr B Southwell and Seconded by Cllr J Jackson.**

RESOLVED: (all in favour)

that Cllr S Brambles is re-elected as Vice Chairman of Burton Fleming Parish Council, **Proposed by Cllr K Wells and Seconded by Cllr B Southwell**

45/16 To Receive and Approve Apologies for Absence

Cllr S Brambles, Cllr J Hairsine, Cllr R Lindley, Cllr C Skelton

46/16 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 A Marr – Pecuniary Interest for item 51/16 Clerk's Wages

47/16 To Approve HSBC Banking Signatories for 2016/17 following Election of Officers

RESOLVED:

that following election of officers the banking signatories remain as Cllr K Wells – Chairman, Cllr S Brambles – Vice Chairman and Mrs Sarah Marr - Clerk to the Council **Proposed by Cllr S Wells and Seconded by Cllr J Jackson**

48/16 To Review Internal Control Arrangements for Annual Governance Statement 2015/16

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 continued effective financial management of the Parish Council, **Proposed by Cllr K Wells and Seconded by Cllr S Wells**

49/16 To Receive and Approve the Financial Statement Year End March 2015/16

RESOLVED: (all in favour)

that the Financial Statement Year End March 2015/16 be approved **Proposed by Cllr S Wells and Seconded by Cllr J Jackson.**

50/16 To Receive and Approve the Financial Forecast for 2016/17

RESOLVED: (all in favour)

that the Financial Forecast for 2016/17 be approved **Proposed by Cllr A Marr and Seconded by Cllr S Wells.**

51/16 To Approve Adoption of Dates for the Period of Exercise of Public Rights

RESOLVED: (all in favour)

that the annual accounts inspection period of 06 June 2016 to 15 July 2016, be approved, **Proposed by Cllr A Marr and Seconded by Cllr S Wells**

52/16 To Appoint an Internal Auditor for 2016/17

RESOLVED: (all in favour)

that Mr Crispin Blyth is approved as the Internal Auditor of accounts 2016/17 for Burton Fleming Parish Council **Proposed by Cllr S Wells and Seconded by Cllr B Southwell**

53/16 To Review the Pay and Conditions of the Clerk

There is to be no change to the Clerk's wages at the current time. In 2015 the Clerks wages were increased in line with the legal framework and were to match the National Association of Local Councils Salary Scale. The rate of pay was set to the minimum for a Clerk to council at LC1 SCP 15 Pro rata (£8.61PH) for 8 hours per week.

Hours to remain the same with 8 hours work 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 or time in lieu.

54/16 To Approve the Standing Order for the Clerk's 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 Jackson**

55/16 To Review the Asset Register

The Clerk is to establish the ownership of the bus shelter and report back to the Parish Meeting in July.

ACTION BY THE CLERK

56/16 To Review the Cemetery Fees and Regulations

RESOLVED: *(all in favour)*

that there is no change to the current cemetery fees or regulations which were previously approved in 2015, **Proposed by Cllr S Wells and Seconded by Cllr B Southwell**

57/16 Community Emergency Plan

RESOLVED: *(all in favour)*

(1) that it be noted that the Clerk has completed the annual review of the Community Emergency Plan to ensure that all contact information is up to date

(2) that it be noted that the Clerk has completed the annual review of the contents of the two emergency boxes which are situated at the Chairman's home and the Village Hall

(3) that details of the updated Community Emergency Plan are emailed to Alan Bravey, Emergency Planning Manager at ERYC

(4) that details of the Community Emergency Plan and it's activation are published in the Newsletter, **Proposed by Cllr K Wells and Seconded by Cllr A Marr**

58/16 To Approve the Parish Council Meeting Dates

RESOLVED: *(all in favour)*

that the Parish Meeting dates of 12 July 2016, 13 September 2016, 15 November 2016, 10 January 2017, 14 March 2017, 09 May 2017 are approved, **Proposed by Cllr S Wells and Seconded by Cllr A Marr**

59/16 Burton Fleming Parish Council Annual Report 2015/16

Members received a copy of the annual report and thanks were expressed to all those who had contributed to the report. The Clerk was thanked by the Chairman and Cllr Owen commented on its effectiveness as a tool for keeping the parish informed of the activities of the local community groups and the Parish Council itself.

60/16 The Annual Parish Meeting Public Participation

Electors of the parish have the opportunity to express any thoughts or ideas of what they might like the Parish Council to deal with in the coming year.

There were no members of the public attending the meeting.

61/16 The Time and Date of the Next Annual Meeting of the Parish Council

The next Annual Meeting of the Parish Council will be held at 7.00pm on 09 May 2017 in the Village Hall.

62/15 Close of Meeting

There being no further business, the meeting closed at 7.25pm.

Chairman's Signature: Date: