

Burton Fleming Parish Council

Minutes of Parish Council Meeting No 6 – 2025/26 held Tuesday 13 January 2026 at 7.00pm in the Village Hall

Present:

Parish Councillors: B Southwell, K Mercer, T Stansfield, S King, C Skelton, E Hayton, S Kirven, A Cropper

Members of the Public: P Townsend

Wards Councillors/Police: Cllr J Owen

Jennifer Hobson (Clerk) recorded the minutes

16/26 To Receive and Approve Apologies for Absence

Cllr J Bibb gave his apologies for absence.
Cllr S Wells was absent from the meeting

17/26 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

18/26 Public Participation

The Chair invited members of the public to speak. Nobody present wished to speak.

19/26 To Approve the Minutes of Previous Meeting – 13 January 2026

RESOLVED: (all in favour)

(1) that the minutes of the meeting on 13 January be approved and signed as a true and correct record.

Proposed by Cllr T Stansfield and Seconded by Cllr E Hayton

20/26 Matters Arising from Previous Minutes

- **Cemetery Extension**

It was agreed to discuss the idea of an open day style event at the next meeting.

- **Gypsy Race**

The annual inspection walk took place but there was nothing to report.

- **Scenic View**

It was once again noted that the latest email received from ERYC Planning Enforcement was basically just a repeat of what had been said before with no apparent action having taken place. It was agreed that the Clerk would send Cllr J Owen this latest email and he would look into the matter further and report back. It was further noted that this situation has now been ongoing for 2 years and with the next high season approaching the Parish Council are keen that the matter gets resolved soon.

ACTION BY CLERK

21/26 To Receive Correspondence

12.02.26 – Email received from Dr D Plews asking if anything can be done to prevent people parking on Back Street between School Lane and Milsons Lane. This is causing obstructions for pedestrians especially those with prams and wheelchair users. Email forwarded to Councillors.

It was agreed that the Clerk would put a notice in the next newsletter to remind residents to be more mindful about how and where they park noting that it is illegal to obstruct a pavement and park across a driveway.

13.02.26 – Email from Weightmans Solicitors requesting confirmation that the PC agree to them closing the file on the previous insurance claim through Zurich insurance. It was agreed that this file be closed.

ACTION BY CLERK

22/26 To Approve Transactions and Finance Statement for January & February 2026

<u>Description</u>	<u>Current A/C</u>	<u>Money Man A/C</u>	<u>Total</u>
Opening Balance	£996.44	£14061.58	£15058.02
Newsletter printing (2 months)	(£58.50)		
Website Fees (DD)	(£3.60)		
Clerk's Wages	(£459.68)		
Transfer of funds	£1000.00	(£1000.00)	
Maylec Ltd – Electrical work	(£275.00)		
Website Fees (DD)	(£3.60)		
J G Gardiner Ltd – Memorial Fees (F Norman)	£75.00		
S Wainwright – Newsletter Sponsorship	£48.00		
Clerk's Wages	(£459.68)		
	£859.38	£13061.58	£13920.96

Burton Fleming Parish Council						
Financial Statement for the Period Ending				Feb-26		
Income & Expenditure Statement				Year End Forecast		
	Actual 2025/26	Budget 2025/26	F/C Variance 2025/26	Additional transactions 2025/26	Total (Actual + F/Cast) 2025/26	Variance to budget 2025/26
Receipts						
Precept / Council Tax Grant	12,000.00	12,000.00	-	0	12,000	0
Bank Interest	133.18	80.00	53.18	40	173	93
Rent from Land	-	40.00	40.00	40	40	0
Cemetery Fees	1,525.00	-	1,525.00	0	1,525	1,525
VAT Reclaimed	-	-	-	0	0	0
Grants	499.00	-	499.00	0	499	499
Other	0	-	-	0	0	0
Newsletter	239.98	280.00	40.02	59	299	19
Village Pond Fund (Flora & Fauna Fundraising)	-	-	-	0	0	0
Total Receipts	14,397.16	12,400.00	1,997.16	139	14,536	2,136
Payments						
Administration	5,193.84	6,000.00	(806.16)	800	5,994	6
Open Spaces	2,190.00	2,500.00	(310.00)	310	2,500	0
Electricity	160.66	250.00	(89.34)	60	221	29
Village Improvements	-	500.00	(500.00)	500	500	0
Defibrillator Annual Support	135.00	150.00	(15.00)	0	135	15
Repairs & Renewals	438.02	300.00	138.02	140	578	(278)
Website Subscription	52.98	50.00	2.98	5	58	(8)
Newsletter Printing	234.00	280.00	(46.00)	120	234	46
SLCC Membership	-	120.00	(120.00)	375	375	0
Insurance	-	375.00	(375.00)	0	61	(61)
VAT Paid	61.46	-	61.46	0	145	(145)
Cemetery Extension	145.00	-	145.00	0	1,327	0
Cemetery Loan Repayment	1,326.88	1,326.88	(/)	0	499	(499)
Grants	499.00	-	499.00	0	725	(725)
Cemetery Fee Refund	725.00	-	725.00	0	0	0
Total Payments	11,161.84	11,851.88	(1,560.04)	2,310	13,472	(1,620)
Surplus/(Deficit)	3,235.32	548.12				
Bank Reconciliation						
	Feb-26			Forecast Bank Balance		
	YTD			Year End 31 Mar 26		
Balance b/f from 31st March 2024	10,685.64			£	10,685.64	
Plus: Receipts	£ 14,397.16			£	14,536.16	
Sub-total	£ 25,082.80			£	25,221.80	
Less: Payments	-£ 11,161.84				(13,471.84)	
Balance c/f	£ 13,920.96			£	11,749.96	
Reconciled to:				£	182.68	Newsletter
Balance Current Account	£ 859.38			£	4,523.13	Cemetery Extension
Balance Deposit Account	£ 13,061.58			£	6,486.00	Reserves
					558.15	Village Pond Fund
Less: Unpresented payments				£	11,749.96	
Plus: Unpresented receipts						
Balance c/f	£ 13,920.96					
Cemetery Extension Transactions						
		Cemetery Loan				
Receipts	19,975	Amount borrowed	19975			
		Capital repaid	2800			
Expenditure		Interest paid	1947.68			
		Balance owed	17175			
Trial Trenching Work	5,485					
ERYC Planning Fee	58					
Hedge and fence work	2,082					
Seat	370					
BDA Footpath Work	7071.32					
VAT reclaimed	-1178.55					
6 x Wooden Crosses	119.1					
Vincent Sykes - Strimming	100					
Vincent Sykes - Mowing	45					
Estimated Mowing for 2025	1300					
Balance c/f	£ 4,523.13					

The Clerk confirmed that since the agenda was published there was an additional £48 income received for the newsletter which has now been included in the figures, bringing the total balance to £13,920.96 of which £182.68 is designated for the newsletter printing.

RESOLVED: (all in favour) that all accounts submitted are approved.
Proposed by Cllr E Hayton and Seconded by Cllr S King

23/26 Society of Local Council Clerks Membership Renewal

RESOLVED: (all in favour)
 (1) that the Clerk renew her membership at a cost of £116.00
Proposed by Cllr S King and Seconded by Cllr T Stansfield
ACTION BY CLERK

24/26 Parish Council Insurance Renewal

RESOLVED: (all in favour)
 (1) that the Zurich Municipal Parish Council Policy with the premium of £363.00 be accepted.
Proposed by Cllr B Southwell and Seconded by Cllr S Kirven
ACTION BY CLERK

25/26 To Discuss Thwing Hill Field Tender Arrangements for 2026

The Parish Council had received just one tender from Mr T Southwell for the amount of £75.

RESOLVED: (all in favour)
that the Thwing Hill Field Tender be awarded to T & H Southwell for the total of £75.00.

Proposed by Cllr B Southwell and Seconded by Cllr E Hayton
ACTION BY CLERK

26/26 To Discuss Grass Cutting Tender Arrangements for 2026

There was just one applicant, Mr Sykes, who had kept his price the same at £2190 per year and had confirmed that he would be happy to keep the same price for the next 3 years.

RESOLVED: (all in favour)
(1) that Mr Sykes be informed that he was successful with the tender for the next 3 years

(2) that any extra work undertaken by My Sykes at the cemetery extension would be charged in addition to the above tender.

Proposed by Cllr K Mercer and Seconded by Cllr E Hayton
ACTION BY CLERK.

27/26 To Discuss Internal Auditor Arrangements for 2025-26

It was reported that Mr A Marr was no longer able to do the Internal Audit. 2 quotes from local auditors were presented. Cllr C Skelton agreed to ask Zoe Warters from Wold Newton Parish Council if she would be willing to take this on free of charge. The Clerk confirmed that she would be happy to undertake the internal audit for Wold Newton Parish Council free of charge if this was agreeable.

It was agreed that if Zoe Warters did not feel able to do the audit then R W Business Services would be awarded the work at a cost of £150.

ACTION BY CLERK

28/26 To Receive and Consider Planning Applications and Approvals as Listed Below
(and subsequent plans received following publication of agenda)

None to discuss.

29/26 Any Other Business

- It was reported that the finger posts on the new sign at Fordon Crossroads were still posing a problem with restricting the view when pulling out. The Clerk will chase up ERYC on the matter.

ACTION BY CLERK

- Cllr K Mercer asked if another attempt could be made to get ERYC to take some action of Rustonville and September Cottage. Cllr J Owen agreed to look into the current status of each case and report back. The Clerk to email Cllr J Owen a request.

ACTION BY CLERK

- It was requested that the Clerk chase ERYC up again regarding the 30mph sign on Thwing Hill as this was still not fixed.

ACTION BY CLERK

- It was requested that the Clerk request that the Grit Bins are filled up asap.

ACTION BY CLERK

30/26 Date and Time of the Next Meeting

The next scheduled meeting of the Parish Council will be Tuesday 05 May 2026 at 7pm - Annual Parish Meeting followed by the Annual Meeting of the Parish Council Meeting

31/26 Close of Meeting

The Chair thanked everyone for their attendance and declared the meeting finished at 7.35pm.

Chair's Signature: Date: