

# Burton Fleming Parish Council

Minutes of Parish Council Meeting No 6 – 2023/24 held Tuesday 05 March 2024 at 7.00pm in the Village Hall

**Present:**

Parish Councillors: B Southwell, S King, S Kirven, T Stansfield,  
K Mercer, S Wells

Members of the Public: Mr R Knowles, Mrs J Hairsine

Wards Councillors/Police: None

Jennifer Hobson (Clerk) recorded the minutes

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**In the absence of the Chair, the Vice-Chair (Cllr B Southwell) Chaired the meeting.**

**16/24 To Receive and Approve Apologies for Absence**

Cllr A Marr, Cllr E Hayton, Cllr C Skelton

**17/24 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

**18/24 Public Participation**

The Chair invited the public to speak.

Mr Knowles handed a set of written comments to each councillor prior to the meeting and confirmed that the councillors could review these at their convenience.

Mrs Hairsine had come along to report the potholes on Nine Dykes Road. Clerk to report these to highways.

***ACTION BY CLERK***

**19/24 To Approve the Minutes of Previous Meetings – 09 January 2024**

**RESOLVED:** (all those present at the previous meeting in favour)

(1) that the minutes of the meeting on 09 January 2024 be approved and signed as a true and correct record.

**Proposed by Cllr S Kirven and Seconded by Cllr S King**

**20/24 Matters Arising from Previous Minutes**

- **Gypsy Race**

The Chair confirmed that ERYC (as well as members of the Parish Council) were still monitoring the level of the Gypsy Race but there was no sign of problems at present.

Cllr Owen had not yet reported back on the idea of a co-ordinated approach with representatives from Burton Fleming, Rudston and Wold Newton Parish Councils, so the Clerk would chase him for an update.

- **Cemetery Extension**

Correspondence from the Archdeacon setting out the criteria to be considered before a site inspection can take place, highlighted the need for some sort of markers to mark out the boundary for consecration. The Clerk presented two prices for suitable wooden crosses.

**RESOLVED:** (all in favour)

(1) that the Clerk purchase 6 wooden crosses from Ebay at a price of £19.85 each.

**Proposed by Cllr B Southwell and Seconded by Cllr T Stansfield**

***ACTION BY CLERK***

Cllr S Wells agreed to clear away the old fence and clear the land as much as possible within the next 3 months.

It was noted that the Archdeacon was about to take a sabbatical, so during this period it was agreed that the site would be prepared as much as possible, so that a visit can take place as soon as the Archdeacon returns.

Cllr T Stansfield reported that there was a large pile of muck in the field behind the Cemetery bin which was harboring rats. Not only had this caused a few complaints from concerned residents but the rats were dragging rubbish from the bin into the cemetery and making a mess. It was requested that the Clerk write to Mr Southwell to request that he clear the muck pile away from the area. It was also reported that the bin had not been emptied for some time which was not helping the problem, so it was requested that ERYC be contacted about this. Cllr T Stansfield had tried to clear some of the litter in the cemetery but had been surprised to find some unsavoury items amongst the rubbish which would indicate people were using the cemetery for some shady reasons.

**RESOLVED:** (all in favour)

- (1) that the Clerk purchase a "CCTV in operation" sticker to act as a deterrent
- (2) that the Clerk ask Cllr Jonathan Owen if there was a mobile CCTV camera that could be borrowed to deter this kind of behaviour
- (3) that the Clerk report this to the local PCSO and ask if they can monitor the area when possible

**Proposed by Cllr B Southwell and Seconded by Cllr T Stansfield**

**ACTION BY CLERK**

- **Rustonville & September Cottage**

No further update at this time.

- **Mere Pond**

It was reported that there had been 3 responses so far from residents who were interested in joining a working group to develop the Mere Pond area. It was confirmed that Cllr S King, Cllr P Stansfield, Cllr S Kirven and Cllr S Wells would also be part of the working group. A proposed timeline for the project was presented to the council as a guide to try to keep the project on track and ensure it moves ahead.

- **Speed Watch**

Cllr Stansfield confirmed that there was to be a training session on Wednesday 14 March for all those involved in the group. 4 sites around the village had been identified as suitable for monitoring of traffic. It was hoped that monitoring would begin in May.

- **Personal Injury Claim**

It was reported that this matter was still in the hands of the solicitors.

- **Scenic View**

It was reported that the Clerk had chased ERYC about the drainage issue and had been advised that Scenic View had contacted a different contractor and were keen to get the matter resolved as soon as possible. ERYC have spoken to the new contractor and have supplied the new contractor with a copy of the drainage map and details of the Streetworks and Planning teams so they can check that the correct permissions are in place.

## **21/24 To Receive Correspondence**

**15.01.24** – Email received from Mrs Turner advising of the terrible state of the old duck house on the School Pond. Email forwarded to councillors.

Cllr T Stansfield reported that Mr Agar, Cllr E Hayton and herself had a plan to access the duck house and remove at least the top part. They would assess how easy the rest of the house would be to remove, if possible, but it was acknowledged that this may have to wait until later in the year to gain better access as it is the understanding of the Parish Council that the house is bolted down which chains and scaffolding poles.

**25.01.24** – Email received from Driffild Police requesting up to date contact information and future meeting dates. Details emailed in response.

22/24 To Approve Transactions and Finance Statement for January & February 2024

Description	Current A/C	Money Man A/C	Total
Opening Balance	£2118.08	£16647.09	£18765.17
Clerk's Wages (reimbursement from 1 <sup>st</sup> April)	(£312.00)		
James Skelton – BlackJack Repairs	(£350.00)		
Website Fees (DD)	(£3.60)		
Transfer of funds	£7000.00	(£7000.00)	
BDS – Cemetery Extension Footpath	(£7071.32)		
Bank Charges	(£8.00)		
Clerk's Wages	(£423.28)		
Newsletter Printing	(£58.50)		
Newsletter Sponsorship	£30.00		
Website Fees (DD)	(£3.60)		
Bank Charges	(£8.00)		
Clerk's Wages	(£423.28)		
	£486.50	£9647.09	£10133.59

Burton Fleming Parish Council				Year End Forecast		
Financial Statement for the Period Ending Feb-24				Additional transactions 2023/24	Total (Actual + F/Cast) 2023/24	Variance to budget 2023/24
Income & Expenditure Statement				2023/24	2023/24	2023/24
	Actual 2023/24	Budget 2023/24	F/C Variance 2023/24			
<b>Receipts</b>						
Precept / Council Tax Grant	9,350.00	9,350.00	-	0	9,350	0
Bank Interest	210.14	20.00	190.14	70	280	260
Rent from Land	-	40.00	40.00	0	0	(40)
Cemetery Fees	50.00	-	50.00	0	50	50
VAT Reclaimed	181.44	-	181.44	1,179	1,360	1,360
Grants	500.00	-	-	0	500	500
Other	-	-	-	0	0	0
Newsletter	277.00	280.00	3.00	60	337	57
Insurance claim for Water Pump	350.00	-	-	0	350	350
<b>Total Receipts</b>	<b>10,918.58</b>	<b>9,690.00</b>	<b>378.58</b>	<b>1,309</b>	<b>12,228</b>	<b>2,538</b>
<b>Payments</b>						
Administration	5,260.65	5,120.00	140.65	600	5,861	(741)
Open Spaces	-	2,500.00	(2,500.00)	2,500	2,500	0
Electricity	281.59	500.00	(218.41)	90	372	128
Village Improvements	-	500.00	(500.00)	500	500	0
Defibrillator Annual Support	135.00	150.00	(15.00)	0	135	15
Repairs & Renewals	557.94	300.00	257.94	100	658	(358)
Website Subscription	51.97	45.00	6.97	12	64	19
Newsletter Printing	231.40	280.00	(48.60)	60	112	168
SLCC Membership	-	120.00	(120.00)	120	120	0
Insurance	-	275.00	(275.00)	275	275	0
VAT Paid	1,373.18	-	1,373.18	1,179	2,552	(2,552)
Cemetery Extension	6,262.77	-	6,262.77	0	6,263	(6,263)
Cemetery Loan Repayment	1,374.24	1,374.24	(0)	0	1,374	0
Donations (S137)	500.00	500.00	(0)	0	500	0
Other inc Election Costs	1,205.05	-	1,205.05	0	1,205	(1,205)
<b>Total Payments</b>	<b>17,233.79</b>	<b>11,664.24</b>	<b>(1,898.27)</b>	<b>5,436</b>	<b>22,490</b>	<b>(10,826)</b>
<b>Surplus/(Deficit)</b>	<b>(6,315.21)</b>	<b>(1,974.24)</b>				
<b>Bank Reconciliation</b>	<b>Feb-24 YTD</b>			<b>Forecast Bank Balance Year End 31 Mar 24</b>		
Balance b/f from 31st March 2023	16,448.80			£	16,448.80	
Plus: Receipts	£ 10,918.58			£	12,227.58	
Sub-total	£ 27,367.38			£	28,676.38	
Less: Payments	-£ 17,233.79				(22,489.91)	
<b>Balance c/f</b>	<b>£ 10,133.59</b>			<b>£</b>	<b>6,186.47</b>	
Reconciled to:				£	63.45	Newsletter
Balance Current Account	£ 486.50			£	6,087.23	Cemetery Extension
Balance Deposit Account	£ 9,647.09			£	35.79	Reserves
				£	6,186.47	
Less: Unpresented payments						
Plus: Unpresented receipts						
<b>Balance c/f</b>	<b>£ 10,133.59</b>					
<b>Cemetery Extension Transactions</b>						
Receipts	19,975					
Expenditure						
Trial Trenching Work	5,485					
ERYC Planning Fee	58					
Hedge and fence work	2,082					
Seat	370					
<b>Balance c/f</b>	<b>£ 11,980.00</b>					
BDS Footpath Work not yet paid	7071.32					
	£ 4,908.68					
VAT to be reclaimed	1178.55					
	£ 6,087.23					

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

**23/24 Society of Local Council Clerks Membership Renewal**

**RESOLVED:** (all in favour)

(1) that the Clerk renew her membership at a cost of £112.00

**Proposed by Cllr K Mercer and Seconded by Cllr S King**

**ACTION BY CLERK**

**24/24 Parish Council Insurance Renewal**

**RESOLVED:** (all in favour)

(1) that the Zurich Municipal Parish Council Policy with the premium of £257.60 be accepted noting that this premium was exactly the same as the previous year.

**Proposed by Cllr K Mercer and Seconded by Cllr S Kirven**

**ACTION BY CLERK**

**25/24 To Discuss Thwing Hill Field Tender Arrangements for 2024**

There were 2 applicants: T & H Southwell tendered £60  
Jillian Norman tendered £45

Cllr S Kirven raised the issue of the gate to the field not opening and suggested that the Parish Council see if this can be fixed easily. This would be mentioned to T & H Southwell. It was also requested that the successful applicant be reminded that it was their responsibility to keep their animals secured in the field at all times, noting that there had been a few situations where animals had escaped in the past.

**RESOLVED:** (all in favour)

(1) that the Thwing Hill Field Tender be awarded to T & H Southwell for the total of £60.00.

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

**ACTION BY CLERK**

**26/24 To Receive and Consider Planning Applications and Approvals as Listed Below**  
(and subsequent plans received following publication of agenda)

No current applications to be considered.

**27/24 Any Other Business**

• Cllr K Mercer raised the subject of who ought to pay for the hire of the village hall on behalf of the Speed Watch group.

**RESOLVED:** (all in favour)

(1) that the Parish Council support the Speed Watch group by paying the hire of the Village Hall fees on behalf of the group

**Proposed by Cllr K Mercer and Seconded by Cllr S Kirven**

**ACTION BY CLERK**

**ACTION BY CLERK**

• Cllr T Stansfield reported that she had registered for a Neighbourhood Watch group and would provide further details in due course.

• Cllr S Wells reported the fly tipping of tyres reported last time on road C9 had still not been removed, so it was requested that these be reported again.

**ACTION BY CLERK**

**28/24 Date and Time of the Next Meeting**

The next scheduled meeting of the Parish Council will be Tuesday 07 May 2024 at 7pm

**29/24 Close of Meeting**

The Chair thanked everyone for their attendance and declared the meeting finished at 7.40pm.

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