

Burton Fleming Parish Council

Minutes of Parish Council Meeting No 4 – 2023/24 held Tuesday 07 November 2023 at 7.00pm
in the Village Hall

Present:

Parish Councillors: A Marr, B Southwell, S King, C Skelton, S Kirven, T Stansfield,
K Mercer, S Wells

Members of the Public: Mr R Knowles

Wards Councillors/Police: None present

Jennifer Hobson (Clerk) recorded the minutes

94/23 To Receive and Approve Apologies for Absence

Apologies were received and noted from Cllr E Hayton, and Ward Councillors J Owen and C Dewhurst.

95/23 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.
Cllr T Stansfield and Cllr B Southwell both declared a non-pecuniary interest in the Gypsy Race as they are both Riparian Owners.

(b) To note Dispensations in Respect of Agenda Items Below

96/23 Public Participation

The Chair invited the public to speak but nobody wished to speak.

97/23 To Approve the Minutes of Previous Meetings – 05 September 2023

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

(1) that the minutes of the meeting on 05 September 2023 be approved and signed as a true and correct record.

Proposed by Cllr C Skelton and Seconded by Cllr T Stansfield

98/23 Matters Arising from Previous Minutes

• **Gypsy Race**

The Chair confirmed that a formal Gypsy Race Plan had been drafted. The Chair has sent the draft to Mr Gibson for his input before finalizing. The Chair will also forward the draft to the rest of the councillors.

ACTION BY CHAIR

The annual inspection walk took place on Saturday 04 November. Various concerns were noted and photographed. Several of these concerns have been immediately rectified. It was requested that the Clerk do the following:

- Write to Mr Thompson as a gentle reminder to him about his responsibilities surrounding the Gypsy Race, acknowledging Mr Thompson's positive response the previous year surrounding the logs which he has placed in the Gypsy Race.
- Write to ERYC and ask them to clear the silt under the bridges which has built up to 8 inches in some areas.
- Write to Mr Lindley to ask him to deal with his stretch of the Gypsy Race sooner rather than later.
- Write to Rudston Parish Council and ERYC to request that the Gypsy Race be cleared at Rudston, noting that there was a significantly overgrown area towards Rudston.
- Place an article in the next newsletter asking Riparian Owners to remain mindful of their responsibilities and to make sure their area is clear of anything which would prevent the clear flow of the Gypsy Race.
- Place a thank you notice in the next newsletter to all those who attended the inspection walk.

- Write to ERYC and ask for an update on the Scenic View Caravan Park drainage issue as it had been noted that there was still smelly water flowing into the Gypsey.
- Write to Yorkshire Water and ask if the water treatment plant for the village is still suitable for the ever-increasing size of the village including the caravan park, and ask if the blue additive that the caravan park use down their drains is suitable.

ACTION BY CHAIR/CLERK

- **Cemetery Extension**

It was noted that whilst Cllr Marr and Cllr Stansfield had been up at the cemetery with BDS they had noticed some mole hills appearing. They took the decision out of committee to ask Evict Pest Control to deal with this immediately, knowing that moles are much easier (and therefore cheaper) to deal with sooner rather than later. It was noted that the work had been completed swiftly and the Clerk had now received the invoice which was for a total of £60. It was agreed and acknowledged by all that this out of committee decision was agreeable and sensible.

Some other minor issues were identified. Cllr Stansfield had removed some bits of wood and other items which were lying around. Cllr Stansfield had asked Mr Harper to inspect the condition of the Silver Jubilee Bench, which he had done and had kindly agreed to make good. It was noted that some left-over rubble lying around could be used for the new footpath. It was noted that there were overhanging hedges again. A quotation from BDS was presented which included 4 different options regarding the length and width of footpath.

It was reported that the cost for consecrating the land of the cemetery extension would be £1250 +VAT and mileage costs of the Registrar.

RESOLVED: (all in favour)

- (1) that the Clerk ask BDS to proceed with Option 3 from their latest quotation which was quoted at a price of £5,892.77 +VAT to extend the footpath by 51m.

ACTION BY CLERK

- (2) that the Clerk ask Rev Glyn Owen if the Church would be willing to make a contribution to this cost and to double check whether the whole site had to be consecrated. It was also suggested that if the Bishop was to visit the village to do the consecration then it might be nice for him to hold a service in the Church on the same day and that may also encourage the Church to wish to contribute to the costs.

ACTION BY CLERK

- **Rustonville & September Cottage**

It was reported that the Parish Council had received notification that court proceedings were ongoing with regards to Rustonville. It was requested that the Clerk ask ERYC for an update on September Cottage, noting that although some work had been done, work now seems to have stopped.

ACTION BY CLERK

- **Mere Pond**

It was reported that Ward Councillor Owen had sent an email confirming that ERYC are responsible for the Mere Pond and surrounding land. He had provided the contact details for the best person within ERYC to organize the dredging and it was requested that the Clerk go ahead and request the dredging be done as soon as possible.

ACTION BY CLERK

- **Water Pump Damage**

It was reported that Mr Skelton has now finished the repair work, so no further action required.

- **Speed Watch**

Cllr Stansfield confirmed that there were 4 individuals who had registered an interest in forming a group. A minimum of 6 were required. Cllr Stansfield will continue to seek support.

ACTION BY CLLR STANSFIELD

- **Electricity Supply**

It was noted that the current electricity contract was due to expire in November. The Parish Council had received advice from an independent broker to say that the best price was with Eon Next. As the Parish Council are already with Eon Next they had been given a renewal price for a Fixed Business Plan for either 1 or 2 years at a cost of 56p daily standing charge and a unit cost of 65p. The broker had advised that it was unlikely any

other supplier would be interested in taking the contract on regardless due to the low volume of use.

RESOLVED: (all in favour)

(1) that the Clerk go ahead and renew with Eon. Next for 2 years.

ACTION BY CLERK

- **Personal Injury Claim**

It was reported that the Parish Council had received a letter from Thompsons Solicitors notifying the Parish Council of their clients intention to issue proceedings via the Damages Claims Portal. The letter was forwarded to the insurance company who are dealing with the matter. The Clerk would chase for an update from the insurance company on the matter.

ACTION BY CLERK**99/23 To Receive Correspondence**

07.09.23 – Website contact form received from J Blog to complain that the Parish Council did not support residents re planning application 23/01869/PLF. Response sent to say comments will be passed on to the Parish Council. Message forwarded to councillors.

08.09.23 – Email received from ERYC advising of a public consultation on the new design code for East Riding. Email forwarded to councillors and link added to website.

11.09.23 – Email received from Mandy Miller asking the Clerk to order a replacement battery for the defibrillator. Battery duly ordered.

13.09.23 – Email complaint received from T Chapman re the Parish Council's decision over planning application 23/01869/PLF and raising concerns over the conduct of Cllr Skelton. Email forwarded to councillors and email response sent to T Chapman.

26.09.23 – Emails received from Housing Strategy Officer, ERYC requesting the annual snapshot of rough sleepers on the evening of Thurs 09 November into the morning of Fri 10 November. Assuming no one has knowledge of any rough sleepers within the village then Clerk will fill the form in and return accordingly. No rough sleepers were reported.

27.09.23 – Email received from the Overview and Scrutiny Team inviting topics for scrutiny for the year 2024/25. Email forwarded to Councillors.

27.09.23 – Email received from ERYC advising of all the details required to acquire the Festive Light Permit for the Christmas Tree on the Village Green, Clerk has submitted all the details. Jamie Stonehouse, Electrician has kindly agreed to do the electrical safety checks again.

10.10.23 – Email received from A Wallace regarding some damaged flagstones near her property. Clerk responded to advise on ERYC's reporting tool.

25.10.23 – Email received from Copper Consultancy inviting councillors to attend a roundtable discussion online about ERYC's Climate Action Plan. Email forwarded to councillors.

27.10.23 – Email received from ERYC notifying of the Hull & East Yorkshire Local Nature Recovery Strategy Engagement Opportunities and advertising their new platform, Commonplace. Email forwarded to councillors.

100/23 To Approve Transactions and Finance Statement for September & October 2023

<u>Description</u>	<u>Current A/C</u>	<u>Money Man A/C</u>	<u>Total</u>
Opening Balance	£707.65	£16816.01	£17523.66
PKF Littlejohn – External Auditors	(£252.00)		
Interest received		£68.80	
Transfer of funds	£1000.00	(£1000.00)	
Website Fees (DD)	(£3.60)		
Bank Charges	(£8.00)		
Eon Next - Electricity	(£101.01)		
Clerk's Wages	(£388.61)		
Newsletter Printing – 2 issues	(£58.50)		
2 nd Half of Precept		£4675.00	
Website Fees (DD)	(£3.60)		
VAT Reclaim	£181.44		

Transfer of funds	£2000.00	(£2000.00)	
Bank Charges	(£8.00)		
Clerk's Wages	(£388.61)		
Newsletter Advertising - Sykes	£5.00		
	£2682.16	£18559.81	£21241.97

Burton Fleming Parish Council				Year End Forecast		
Financial Statement for the Period Ending Oct-23				Additional transactions	Total (Actual + F/Cast)	Variance to budget
Income & Expenditure Statement				2023/24	2023/24	2023/24
	Actual 2023/24	Budget 2023/24	F/C Variance 2023/24			
Receipts						
Precept / Council Tax Grant	9,350.00	9,350.00	-	0	9,350	0
Bank Interest	122.86	20.00	102.86	100	223	203
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	0	181	181
Grants	500.00	-	-	0	500	500
Other	-	-	-	0	0	0
Newsletter	247.00	280.00	33.00	120	367	87
Insurance claim for Water Pump	350.00	-	-	-	350	350
Total Receipts	10,801.30	9,690.00	261.30	220	11,021	1,331
Payments						
Administration	3,116.45	5,120.00	(2,003.55)	2,200	5,316	(196)
Open Spaces	-	2,500.00	(2,500.00)	2,500	2,500	0
Electricity	195.18	500.00	(304.82)	200	395	105
Village Improvements	-	500.00	(500.00)	500	500	0
Defibrillator Annual Support	135.00	150.00	(15.00)	0	135	15
Repairs & Renewals	147.94	300.00	(152.06)	150	298	2
Website Subscription	19.99	45.00	(25.01)	20	40	5
Newsletter Printing	172.90	280.00	(107.10)	120	140	140
SLCC Membership	-	120.00	(120.00)	120	120	0
Insurance	-	275.00	(275.00)	275	275	0
VAT Paid	160.59	-	160.59	-	161	(161)
Cemetery Extension	370.00	-	370.00	-	370	(370)
Cemetery Loan Repayment	690.08	1,374.24	(684.16)	690	1,380	(6)
Donations (S137)	500.00	500.00	0	0	500	0
Other	500.00	-	500.00	350	850	(850)
Total Payments	6,008.13	11,664.24	(6,679.02)	7,125	12,980	(1,316)
Surplus/(Deficit)	4,793.17	(1,974.24)				
Bank Reconciliation				Forecast Bank Balance		
		Oct-23		Year End 31 Mar 24		
		YTD				
Balance b/f from 31st March 2022		16,448.80		£	16,448.80	
Plus: Receipts	£	10,801.30		£	11,021.30	
Sub-total	£	27,250.10		£	27,470.10	
Less: Payments	-£	6,008.13			(12,980.22)	
Balance c/f	£	21,241.97		£	14,489.88	
Reconciled to:				£	122.95	Newsletter
Balance Current Account	£	2,682.16		£	11,980.00	Cemetery Extension
Balance Deposit Account	£	18,559.81		£	2,386.93	Reserves
				£	14,489.88	
Less: Unpresented payments						
Plus: Unpresented receipts						
Balance c/f	£	21,241.97				
Cemetery Extension Transactions						
Receipts		19,975				
Expenditure						
Trial Trenching Work		5,485				
ERYC Planning Fee		58				
Hedge and fence work		2,082				
Seat		370				
Balance c/f	£	11,980.00				

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

101/23 Water Leak at Pub

It was reported that the Parish Council had sent a second letter to ask the new owners to deal with the leak but had received no response. It was however reported that some activity had been seen at the site and the water was no longer leaking. It was further reported that certain aspects of the structure of the building were becoming a concern so it was requested that the Clerk report these to Streetscene for them to assess and take action where necessary.

102/23 Christmas Tree and Christmas Lights

The Clerk reported that just that day a voicemail had been left by a Mr Camish who had offered a Christmas Tree from his garden. Cllr K Mercer confirmed that David Woodcock would be willing to organise the putting up of the tree.

There were 4 different options of Christmas Lights presented to the council.

RESOLVED: (all in favour)
 (1) that the ANSIO set of 1500 Christmas lights be purchased at a cost of £54.97.

- (2) that the Clerk contact Mr Camish and accept his kind offer of a tree
- (3) that the Clerk liaise with Cllr K Mercer/David Woodcock

Proposed by Cllr C Skelton and Seconded by Cllr S Kirven

ACTION BY CLERK

103/23 Newsletter

It was noted that the newsletter printing was running low again so the Chairman requested that the Parish Councillors ask around for sponsorship. The usual advert in the newsletter would continue.

RESOLVED: (all in favour)

- (1) that a chocolate gift be purchased and distributed to each member of the newsletter delivery team as a thank you/Merry Christmas
- (2) that a gift card be purchased and delivered to the newsletter editor as a thank you/Merry Christmas
- (3) maximum value to be spent on gifts to be £50
- (4) that a gift no greater in value than £10 be sent to Mrs Miller to thank her for kindly looking after the village defibrillator.

Proposed by Cllr T Stansfield and Seconded by Cllr S Kirven

ACTION BY CLERK

104/23 Duck Pond Signs

Cllr Kirven had received a request from Mrs Turner to ask the Parish Council to once again consider installing signs at School Pond advising people not to feed bread to the ducks. The Parish Council took the decision earlier in the year to not proceed with any signage and still stood by that decision.

105/23 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.

106/23 Any Other Business

- Cllr B Southwell reported that there was a broken sign at the end of Argham Road which needed to be reported.

ACTION BY CLERK

- Cllr K Mercer requested that the gullies be cleaned on South Lane, Penny Lane and Hunmanby Road.

ACTION BY CLERK

- Cllr A Marr requested that the roadsweeper attend the village.

ACTION BY CLERK

- Cllr S King reported that there had been a fire at the playground caused by a group of youths who have been seen around the village. Cllr T Stansfield reported that she believed the youths had entered a unsecured property at the back of Bleak House as there was evidence of youths having been there. It is believed the youths may have taken flammable items from this site to start the fire. She had noted that the building was in a state of disrepair and so requested that it be reported to Streetscene, as it wasn't clear if the elderly resident was around.

It was requested that a warning be put in the newsletter to make it known that we are aware of the youths, ask parents to keep a watch over their children and ask people to be vigilant.

ACTION BY CLERK

107/23 Date and Time of the Next Meeting

The next scheduled meeting of the Parish Council will be Tuesday 09 Jan 2024 at 7pm

108/23 Close of Meeting

The Chair thanked everyone for their attendance and declared the meeting finished at 8.40pm.

Chairman's Signature: Date: