

Burton Fleming Parish Council

**Minutes of Parish Council Meeting No 5 – 2022/23 held Wednesday 11 January 2023 at 7.00pm
in the Village Hall**

Present:

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

Members of the Public: Mrs K Mercer, Mrs T Townsend, Mrs E Hayton, Mrs A Blyth, Mrs P Bolam,
Mrs P Hope, Mr M Wynne

Wards Councillors/Police: Cllr Charlie Dewhirst

Jennifer Hobson (Clerk) recorded the minutes

1/23 To Receive and Approve Apologies for Absence

Apologies were received and noted from Cllr K Wells and Cllr C Skelton.

2/23 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.

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

3/23 Public Participation

Mrs P Bolam asked the Parish Council to clarify the grass cutting costs and whether there was any saving to be made by the Parish Council which could then be better used within the village. It was confirmed that the current cost to the Parish Council for 4 cuts per year of the Playground was £60 but that under the current arrangement Mr Sykes kindly cut the playground at least 15 times a year at no additional cost. Questions were raised as to where in the village ERYC undertook the grasscutting. Cllr Charlie Dewhirst agreed to send the PC a grass cutting map for clarification on this.

Mrs P Bolam also confirmed that the Playground Committee still wished to request a donation from the Parish Council. Various discussions followed between several members of the public present and the Parish Council before the Chairman thanked everyone for their input and stated that a decision would be made later in the meeting when the Parish Council were to set their budget/precept for the financial year 2023/24.

4/23 To Approve the Minutes of Previous Meetings – 09 November 2022

RESOLVED: (all in favour)

(1) that the minutes of the meetings be approved and signed as a true and correct record
Proposed by Cllr R Hayton and Seconded by Cllr B Southwell

At this point in the meeting Cllr Dewhirst asked if there was anything he could help with before he left the meeting. Cllr A Marr asked Cllr Dewhirst for advice on Precept increases given the current climate and cost of living crisis. Cllr Dewhirst's advice was to be realistic with the budget and try to not leave a black hole which would inevitably just compound the problem to future years. It was noted that this year's budget/precept decisions were going to be challenging across the country.

Cllr A Marr thanked Cllr Dewhirst for his advice and Cllr Dewhirst then left the meeting at 7.40pm.

5/23 Matters Arising from Previous Minutes

- **Gypsy Race**

It was reported that most of the issues identified and raised at the last meeting had been dealt with or were being dealt with. It was requested that the Clerk contact Cllr Jane Evsions for an update on the few issues she was handling. It was also requested that the Clerk contact Mr Richard Thompson regarding the logs still in situ at the back of Vellco.

Ideally, if the logs were placed there by Mr Thompson the Parish Council would like him to confirm that should the Gypsy Race start to flow, he would remove them.

ACTION BY CLERK

- **Cemetery Extension**

The Parish Council has now had confirmation that their Formal Discharge of Conditions has been accepted. Two quotes were presented for the initial hedge works.

RESOLVED: (all in favour)

- (1) that the quotation from Grass Roots Yorkshire Professional Lawn Maintenance be accepted at a cost of £2082
- (2) that Mr Gray be alerted to the urgency of getting this work done
- (3) that the owner of the fence to be removed be established before removal

Proposed by Cllr S Wells and Seconded by Cllr S King

ACTION BY CLERK

It was further noted that only one quote has so far been received for laying a footpath extension in the new cemetery area. A decision would be made on that in due course. It was requested that the Clerk get a quotation from JWM Contracting.

ACTION BY CLERK

- **Rustonville & September Cottage**

No further update was given at this time.

- **Mere Pond**

Nothing further to report at this time except to say this was in hand.

- **Byre Way Sign**

It was reported that this was in hand so no further action required from the Parish Council at this time.

6/23 To Receive Correspondence

14.11.22 – Email received from The Pensions Regulator advising of key dates as follows:

- Third anniversary of your previous re-enrolment date: 12 April 2023
- Re-declaration deadline: 11 September 2023

Clerk will complete the re-declaration accordingly.

ACTION BY CLERK

21.11.22 – Email received from ERYC Overview & Scrutiny Team requesting topics for scrutiny. Deadline for suggestions was 23 December 2022. Email forwarded to Councillors.

21.11.22 – Email received from ERYC containing the Festive Light Permit for 2022.

01.12.22 – Email notification of external auditor appointment for the 2022-23 Financial Year for the 5 year period until 2026-27. The appointed auditor will be PKF Littlejohn LLP.

15.12.22 – Email received from ERYC reminding about the Help for Households Campaign and dedicated website. Poster displayed in noticeboard and website link added to PC website.

7/23 To Approve Transactions and Finance Statement for November & December 2022

Description	Current A/C	Money Man A/C	Total
Opening Balance	£1412.34	£21516.38	£22928.72
Newsletter printing	(£57.20)		
VAT Reclaim	£1201.86		
PWLB – Loan Repayment	(£696.00)		
Newsletter Sponsorship – A Braithwaite	£116.00		
Bank Charges	(£10.00)		
Cemetery Fees	£400.00		
Clerk's Wages	(£353.95)		
Website Fees (DD)	(£2.39)		
Clerk's expenses inc newsletter gifts	(£74.28)		
Newsletter Sponsorship – J Higgins	£30.00		
James Skelton – Noticeboard repairs	(£238.78)		
Website Fees (DD)	(£2.39)		
Bank Charges	(£10.00)		
Newsletter Sponsorship – St Cuthbert's Church	£28.00		
Electricity - Eon	(£80.28)		
Clerk's Wages	(£353.95)		
Interest received		£21.52	
	£1308.98	£21537.90	£22846.88

Burton Fleming Parish Council				Year End Forecast		
Financial Statement for the Period Ending Dec-22				Additional transactions 2022/23	Total (Actual + F/Cast) 2022/23	Variance to budget 2022/23
Income & Expenditure Statement						
	Actual 2022/23	Budget 2022/23	F/C Variance 2022/23			
Receipts						
Precept / Council Tax Grant	8,500.00	8,500.00	-		8,500	0
Bank Interest	26.53	1.00	25.53	20	47	46
Rent from Land	-	30.00	30.00		0	(30)
Cemetery Fees	880.00	-	880.00		880	880
VAT Reclaimed	1,201.86	400.00	801.86		1,202	802
Grants	500.00	-	-		500	500
Other					0	0
Newsletter	232.00	280.00	48.00		232	(48)
Cemetery Loan	19,975.00	-	19,975.00		19,975	19,975
Total Receipts	31,315.39	9,211.00	21,604.39	20	31,335	22,124
Payments						
Administration	3,413.18	4,600.00	(1,186.82)	1,480	4,893	(293)
Open Spaces	2,190.00	2,300.00	(110.00)	2,300	4,490	(2,190)
Electricity	218.18	350.00	(131.82)	300	518	(168)
Village Improvements	-	-	-		0	0
Defibrillator Annual Support	135.00	150.00	(15.00)		135	15
Repairs & Renewals	376.84	300.00	76.84		377	(77)
Website Subscription	17.91	45.00	(27.09)	6	24	21
Newsletter Printing	228.80	280.00	(51.20)		229	51
SLCC Membership	-	100.00	100.00	120	120	(20)
Insurance	-	275.00	(275.00)	300	300	(25)
VAT Paid	1,148.26	400.00	748.26		1,148	(748)
Cemetery Extension	5,543.00	-	5,543.00		5,543	(5,543)
Cemetery Loan Repayment	-	1,050.00	1,050.00		0	1,050
Donations (S137) Limit £3170.57	0.00	-	-		0	0
Other	500.00	-	500.00		500	(500)
Total Payments	13,271.17	9,850.00	(2,121.83)	4,506	18,277	(8,427)
Surplus/(Deficit)	18,044.22	(639.00)				
Bank Reconciliation				Forecast Bank Balance		
Dec-22 YTD				Year End 31 Mar 23		
Balance b/f from 31st March 2021	£ 5,998.66				£ 5,998.66	
Plus: Receipts	£ 31,315.39				£ 31,335.39	
Sub-total	£ 37,314.05				£ 37,334.05	
Less: Payments	-£ 14,467.17				(18,277.17)	
Balance c/f	£ 22,846.88				£ 19,056.88	
Reconciled to:						
Balance Current Account	£ 1,308.98				£ 163.25	Newsletter
Balance Deposit Account	£ 21,537.90				£ 14,432.00	Cemetery Extension
					£ 4,461.63	Reserves
					£ 19,056.88	
Less: Unpresented payments						
Plus: Unpresented receipts						
Balance c/f	£ 22,846.88					
Cemetery Extension Transactions						
Receipts		19,975				
Expenditure						
Trial Trenching Work		5,485				
ERYC Planning Fee		58				
Balance c/f	£	14,432.00				

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

8/23 To Receive and Consider Planning Applications and Approvals as Listed Below
(and subsequent plans received following publication of agenda)

No applications to be considered.

9/23 National Salary Award Announced

2022-23 National Salary Award Announced

On 02 November 2022 the NALC released the salary award for the current financial year following notification from the LGA. Employers are encouraged to implement this pay award as swiftly as possible and to ensure that it is backdated to 1st April 2022. The revised amount applicable to the Clerk is £11.21 per hour (increased from £10.21).

RESOLVED: (all in favour)

- (1) that approval be given for the Clerk's salary to be back dated to 1st April with a payment of £312 to be made to cover 1st April to 31st December 2022.
- (2) that approval be given to increase the Clerk's salary standing order to £388.61 per month from 28 January 2023 onwards

Proposed by Cllr J Hairsine and Seconded by Cllr S King

ACTION BY CLERK

10/23 To receive and consider details of the Parish Precept

Following discussions and proposals made by the Parish Council, Cllr A Marr invited members of the public present to give their views, noting that this year in particular presented a greater challenge than usual for the Parish Council to ensure that their costs are covered whilst being mindful of the cost-of-living crisis. The Parish Council also had the Playground Committee's request to consider. It was also reported that there were likely to be village events taking place for the King's Coronation so there may be a request to the Parish Council for support with that. It was not yet known what, if any, grants would be offered by ERYC but the Clerk would pass on any details in due course.

RESOLVED: (all in favour)

- (1) that the Parish Precept for 2023/2024 be set at £9350
- (2) that both the Playground Committee and the Village Hall Committee be given a one off donation of £250 each for the financial year 2023/24. The Parish Council advising both committees that if further one-off donations could be requested in the future if further support was required.

Proposed by Cllr J Hairsine and Seconded by Cllr S Wells

ACTION BY CLERK

11/23 To Discuss Thwing Hill Field Tender Arrangements for 2022

RESOLVED: (all in favour)

- (1) that an advert to tender be placed in the next newsletter
- (2) that all other details remain the same as last year

Proposed by Cllr S Wells and Seconded by Cllr J Hairsine

ACTION BY CLERK

12/23 Any Other Business

- Cllr J Hairsine requested that a few potholes to be reported to ERYC.
ACTION BY CLERK
- Cllr J Hairsine reported that there had been issues on Nine Dykes Road during the recent icy/snowy weather and asked that a request be made for ERYC to add Nine Dykes Road to the gritting schedule as it was now a much busier road as well as part of the school run.
ACTION BY CLERK
- Cllr S Wells requested that the Clerk ask ERYC to re-instate the grit bin near the crossroads at the Church.
ACTION BY CLERK

- Cllr S Wells reported that there was some asbestos dumped on Fordon Road. Although this was outside the boundary of Burton Fleming Parish Council it was agreed that this should be reported to ERYC immediately due to the potential health risk.

ACTION BY CLERK

- Cllr S King asked for opinions on colour choices for the various boxes and tubs for flowers which were now around the village. No-one had a preference and it was generally agreed that any splash of colour would be much welcomed around the village with thanks being expressed to Cllr S King.
- Thanks were expressed to Dave Woodcock and Dave Townend for their help in putting up and decorating the Christmas tree. Also thanks to Councillor Sarah King for keeping them supplied with coffee.

13/23 Date and Time of the Next Meeting

The next scheduled meeting of the Parish Council will be Wednesday 08 March 2023 at 7pm. Advance apologies were received by Cllr J Jackson.

14/23 Close of Meeting

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

Chairman's Signature: Date: