

Burton Fleming Parish Council

Minutes of Parish Council Meeting No 4 – 2024/25 held Tuesday 12 November 2024 at 7.00pm
in the Village Hall

Present:

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

Members of the Public: Mr R Knowles, Mrs P Townsend, Mrs M Lindley, Mr M Wynne, Mr
Worton

Wards Councillors/Police: none

Jennifer Hobson (Clerk) recorded the minutes

83/24 To Receive and Approve Apologies for Absence
None to report.

84/24 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

85/24 Public Participation

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

86/24 To Approve the Minutes of Previous Meetings – 10 September 2024

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

(1) that the minutes of the meeting on 10 September 2024 be approved and signed as a
true and correct record.

Proposed by Cllr C Skelton and Seconded by Cllr S Kirven

87/24 Matters Arising from Previous Minutes

- **Gypsey Race**

The voluntary annual inspection walk date was set as 10am on Saturday 16 November.
The Chair confirmed that anyone was welcome to come along.

- **Cemetery Extension**

It was reported that the new footpath was still not up to a suitable standard. It was
requested that the Clerk request that BDS come out to meet with one or two of the Parish
Councillors on site to assess the issues and come up with a resolution.

ACTION BY CLERK

- **Rustonville & September Cottage**

It was reported that the owner of Rustonville is due to be in court on 08 January 2025.

- **Mere Pond Working Group**

No further action has been taken at present. Phase one of the project is to get the pond
dredged as soon as possible. It is hoped that this can be done in March/April 2025.

- **Speed Watch Group**

Nothing to report.

- **Scenic View**

It was reported that the current planning application to vary the drainage from Scenic View
has been withdrawn following the recent recurrence of overflow into the village. This matter

was back in the hands of ERYC and Yorkshire Water to resolve. The Parish Council are still very concerned about this situation and still have queries over which drain exactly is being used. It was requested that the Clerk ask Cllr Jonathan Owen and ERYC for a meeting with all necessary parties on site to assess the actual state of affairs. It was noted that there had been various visits from Yorkshire Water to the village, each time a different story being told to any resident who asked what was happening.

- **School Pond Duck House**

This is still to be done.

88/24 To Receive Correspondence

07.09.24 – Email from Mrs Nash enquiring about any help the PC could offer to the residents of White Rose Cottage with a overhanging hedge. Response email sent to say that whilst the PC don't have the resources to provide individuals with a hedge cutting service, the email would be forwarded to councillors to see if anyone could offer any help on an individual basis. Cllr Stansfield liaised with the Arnells who already work at the property and the matter was subsequently dealt with.

12.09.24 – Email from Wold Newton Parish Council asking that Cllr Stansfield make contact regarding the Speed Watch group. Email forwarded to Cllr Stansfield.

18.09.24 – Email from ERYC containing details of required paperwork in order to be granted a Festive Lighting Permit for 2024. Clerk completed the necessary paperwork.

01.10.24 – Email from Pat Harvey asking if the new Chair would be willing to lay the wreath at the Village War Memorial Service and asking who was responsible for raising the flag on the day. The Chair confirmed that she was happy to lay the wreath and that David Woodcock would, as always, raise the flag.

08.10.24 – Telephone call received from Mrs Robson regarding the permanent puddle outside her property. She believed it was due to blocked drains. Cllr King went to investigate and concluded it was as a result of Byre Way not having a top surface so the water pools. It is understood that the residents of Byre Way are working towards improvements in order to get the road properly adopted by ERYC. This has been a long standing issue.

10.10.24 – Email from ERYC asking Parish Councils to monitor salt bins over winter and report any that are in need of attention using the supplied interactive map. The email confirmed that ERYC are not conducting standard routine maintenance visits to salt bins unless they are reported to be required. Email forwarded to councillors. Cllr Stansfield and Cllr Hayton confirmed that they were monitoring the bins and reporting as necessary.

23.10.24 – Email from ERYC containing initial notification of the 2025 review of Public Spaces Protection Orders. Email forwarded to councillors.

08.11.24 – Email from ERYC Emergency Planning about a new initiative being implemented to enrol local flood wardens in certain locations at risk of flooding. These wardens would act as a reliable source of information for the Council. It was agreed to place an advert in the newsletter asking if anyone locally was interested.

ACTION BY CLERK

11.11.24 – Telephone call received from Mrs Taylor to report the dire state of the footpath from the village up to the cemetery. It was requested that the Clerk report this to ERYC.

ACTION BY CLERK

89/24 To Approve Transactions and Finance Statement for September & October 2024

Description	Current A/C	Money Man A/C	Total
Opening Balance	£1470.14	£9138.72	£10608.86
Website Fees (DD)	(£3.60)		
Eon Next - Electricity	(£49.82)		
Bank charges	(£8.00)		
Jamie Stonehouse – Kiosk Light Fix	(£90.00)		
Clerk's Wages	(£423.28)		
Interest received		£46.09	
2 nd half of Precept		£5142.50	
Emma Arnell – Hedge Cutting	(£300.00)		

Transfer of funds	£2000.00	(£2000.00)	
Website Fees (DD)	(£3.60)		
Bank Charges	(£8.00)		
J W Myers – Cemetery Fees	£75.00		
Clerk's Wages	(£423.28)		
	£2235.56	£12327.31	£14562.87

Burton Fleming Parish Council						
Financial Statement for the Period Ending				Oct-24		
Income & Expenditure Statement				Year End Forecast		
	Actual 2024/25	Budget 2024/25	F/C Variance 2024/25	Additional transactions 2024/25	Total (Actual + F/Cast) 2024/25	Variance to budget 2024/25
Receipts						
Precept / Council Tax Grant	10,285.00	10,285.00	-	0	10,285	0
Bank Interest	87.23	150.00	- 62.77	85	172	22
Rent from Land	-	40.00	- 40.00	40	40	0
Cemetery Fees	125.00	-	125.00	0	125	125
VAT Reclaimed	-	-	-	0	0	0
Grants	245.97	-	245.97	0	246	246
Other	60	-	60.00	0	60	60
Newsletter	285.00	280.00	5.00	0	285	5
Village Pond Fund (Flora & Fauna Fundraising)	558.15	-	558.15	0	558	558
Total Receipts	11,646.35	10,755.00	333.20	125	11,771	1,016
Payments						
Administration	3,165.46	5,500.00	(2,334.54)	2,500	5,665	(165)
Open Spaces	-	2,500.00	(2,500.00)	2,500	2,500	0
Electricity	101.82	350.00	(248.18)	110	212	138
Village Improvements	390.00	500.00	(110.00)	110	500	0
Defibrillator Annual Support	135.00	150.00	(15.00)	0	135	15
Repairs & Renewals	215.22	300.00	(84.78)	85	300	0
Website Subscription	21.00	50.00	(29.00)	35	56	(6)
Newsletter Printing	117.00	280.00	(163.00)	165	282	(2)
SLCC Membership	-	120.00	(120.00)	120	120	0
Insurance	-	275.00	(275.00)	275	275	0
VAT Paid	186.29	-	186.29	0	186	(186)
Cemetery Extension	-	-	-	0	0	0
Cemetery Loan Repayment	678.24	1,350.56	(672.32)	672	1,351	0
Grants	245.97	-	245.97	0	246	(246)
Other inc Election Costs	-	-	-	0	0	0
Total Payments	5,256.00	11,375.56	(6,119.56)	6,572	11,828	(453)
Surplus/(Deficit)	6,390.35	(620.56)				
Bank Reconciliation				Forecast Bank Balance		
	Oct-24			Year End 31 Mar 25		
	YTD					
Balance b/f from 31st March 2023	8,172.52			£ 8,172.52		
Plus: Receipts	£ 11,646.35			£ 11,771.35		
Sub-total	£ 19,818.87			£ 19,943.87		
Less: Payments	-£ 5,256.00			(11,828.10)		
Balance c/f	£ 14,562.87			£ 8,115.77		
Reconciled to:				£ 262.20 Newsletter		
Balance Current Account	£ 2,235.56			£ 5,968.13 Cemetery Extension		
Balance Deposit Account	£ 12,327.31			£ 1,327.29 Reserves		
				558.15 Village Pond Fund		
Less: Unpresented payments				£ 8,115.77		
Plus: Unpresented receipts						
Balance c/f	£ 14,562.87					
Cemetery Extension Transactions						
Receipts	19,975					
Expenditure						
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					
Balance c/f	£ 5,968.13					

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

90/24 To Receive and Consider Planning Applications and Approvals as Listed Below
 (and subsequent plans received following publication of agenda)

Applications considered since the last meeting:

24/02634/PIP – Erection of 2 dwellings to rear of existing property following demolition of outbuildings at Land West of Homefield House, Front Street, Burton Fleming

The Parish Council resolved via email that they had no objections to this application.

New applications to be considered:

24/02954/CLE – Certificate of Lawfulness for the continued use as a holiday let at The Hayloft, Mere Farm Cottage, Hunmanby Road, Burton Fleming

The Chair invited Mr M Wynne to speak about this application. Mr M Wynne wished to clarify a few points surrounding the land and shared access.

RESOLVED: (all in favour) that a comment be submitted to say that the Parish Council has no objections to this application.

Proposed by Cllr B Southwell and Seconded by Cllr C Skelton

ACTION BY CLERK

91/24 Banking Signatories

RESOLVED: (all in favour) that Cllr S King becomes the replacement signatory for the exiting councillor A Marr.

Proposed by Cllr C Skelton and Seconded by Cllr S Kirven

92/24 National Salary Award Announcement

2024-25 National Salary Award Announced

On 23 October 2024 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 2024. The revised amount applicable to the Clerk is £12.85 per hour (increased from £12.21).

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 £155.33 to be made to cover 1st April to 31st October 2024.

(2) that approval be given to increase the Clerk's salary standing order to £445.47 per month from 28 November 2024 onwards.

Proposed by Cllr B Southwell and Seconded by Cllr C Skelton

ACTION BY CLERK

93/24 Newsletter – Christmas Gifts etc...

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 around the value of £12.50 be sent to Mrs Miller to thank her for kindly looking after the village defibrillator.

Proposed by Cllr S King and Seconded by Cllr C Skelton

ACTION BY CLERK

94/24 Christmas Tree

There had been no response from the newsletter advert asking if anyone had a tree suitable for the village green. Cllr S Wells agreed to get a price from a local supplier and report back. Asking for financial support from local businesses to fund a tree was discussed as well as the idea of possibly just decorating one of the existing trees on the village green.

ACTION BY CLLR S WELLS

95/24 Councillor Vacancy

It was reported that the Parish Council had received 3 applicants. The Chair gave all 3 applicants the chance to speak a little about themselves and Cllr T Stansfield read out each of the 3 email applications which had previously been circulated amongst the councillors.

The Chair moved on to any other business, before asking all members of the public present to leave the meeting to allow discussion about the vacancy. The Parish Council took a vote to decide who to co-opt.

RESOLVED: (5 for M Wynne, 2 for S Worton, 1 for R Knowles) that M Wynne is co-opted as a member of the Parish Council with immediate effect.

ACTION BY CLERK

96/24 Any Other Business

- Cllr Skelton asked if the bench near the Church which had been cordoned off could be removed. Cllr T Stansfield agreed to try to contact the family who own the bench to see if they would mind if the bench was repaired.

ACTION BY CLLR STANSFIELD

- Cllr S Kirven remarked that it was a shame not to have the commemorative bench, previously purchased for the cemetery extension, out. It was agreed that quotes would be sought to erect and fasten down the bench with a view to it potentially being moved in the future once the cemetery extension was ready.

ACTION BY CLERK

- Cllr T Stansfield reported that the pre-existing Public Spaces Protection Order had expired in 2019 and suggested that as it dealt with dog fouling around the village it may be wise to get this re-instated. It was agreed that the Clerk seek for this to be actioned.

ACTION BY CLERK

- Cllr K Mercer reported that the pool of water at the crossroads near Vellco was back after having been repaired. It was requested that this be reported to Yorkshire Water again.

ACTION BY CLERK

- Cllr K Mercer reported that the overhanging tree on Church Lane was making it difficult to turn left onto Hunmanby Road. Cllr T Stansfield agreed to ask the Church tree inspector to have a look at this tree.

ACTION BY CLLR STANSFIELD

- Cllr K Mercer reported how unsightly the parked vehicles/machinery on Penny Lane were. It was agreed to write to David Southwell to ask him to remove his vehicles. It was also noted that there had been further incidences of escaped livestock so it was agreed that this issue be mentioned again in the letter to Mr Southwell. Cllr S Kirven reiterated the importance of people reporting all incidents of escaped livestock so that action can be taken.

ACTION BY CLERK

97/24 Date and Time of the Next Meeting

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

98/24 Close of Meeting

The Chair thanked everyone for their attendance and declared the meeting finished at 7.55pm.

Chair's Signature: Date: