

Burton Fleming Parish Council

Minutes of Parish Council Meeting No 1 – 2020/21 held Tuesday 15 September 2020 in the Village Hall at 7.00pm

Present:

Parish Councillors: K Wells, J Hairsine, B Southwell

Members of the Public: None

Wards Councillors/Police: None

Jennifer Hobson (Clerk) recorded the minutes

32/20 To Receive and Approve Apologies for Absence

Apologies were received and noted from Cllr J Jackson, Cllr R Lindley, Cllr S Wells and Cllr C Skelton.

Cllr S Brambles and Cllr A Marr were absent from the meeting.

As the usual frequency and number of meetings had been disrupted due to the Covid-19 restrictions, it was noted that in order to meet the provisions of S85 of the Local Government Act 1972, it had been agreed by e-mail resolution that the PC approves the non-attendance of members due to the coronavirus pandemic until May 2021. This will be reviewed again in May 2021.

Proposed by Cllr K Wells and Seconded by Cllr J Hairsine

33/20 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

34/20 To Approve the Minutes of Previous Meeting – 10 March 2020

RESOLVED: (all in favour)

that the minutes of the previous meeting were approved and signed as a true and correct record.

Proposed by Cllr B Southwell and Seconded by Cllr J Hairsine

35/20 Matters Arising from Previous Minutes

- **To discuss Cemetery Extension Application**

Following the receipt of 2 quotations for the work required to satisfy Conditions 4 and 5 of the planning application, it was noted that the only way that the Parish Council would be able to cover the cost of this work would be to add a one-off additional sum to the next Precept request. It was therefore agreed by all to postpone any further conversation until the next Precept setting in January 2021.

- **To Grass Verge at Chapel**

It was reported that this ongoing situation had improved but was by no means ideal. It was requested that the Clerk contact Mr May again to ask him to clarify his plans regarding the grass verge as there were still concerns being noted by local residents.

ACTION BY CLERK

- **September Cottage & Rustonville**

It was noted that this subject was still ongoing as as yet no response had been received from Cllr Lisseter on the subject. It was agreed by all that any further discussion be postponed until a future meeting when further information might be available to the Parish Council.

- **To discuss litter on surrounding roads**

It was noted that litter and fly-tipping were still an issue in and around the village. It was requested that the Clerk put a notice in the newsletter asking people to dispose of their litter appropriately.

- **To discuss School Pond**
It was noted that Cllr Skelton had kindly organized the clearing of the bottom of the School Pond whilst it was dry earlier in the summer. There was no further action to be taken at this time.
- **To discuss Playground Committee Donation**
It was reported that a copy of the Playground Committee accounts had been received by the PC. As the Precept and the amount of this financial year's donation had already been agreed it was agreed by all to postpone any further discussions on this subject until the PC set their next Precept.
- **To note VE Day Grant situation**
Further to the discussions at the last meeting, it was noted that the VE day grants had not gone ahead as expected due to the coronavirus pandemic. The PC had started the application process when they received an e-mail from ERYC notifying that the VE day grant scheme would only now support successful applications to commemorate VE Day that were 'non-public gathering'. Mrs Mercer had been informed and it was agreed that the application did not go ahead.
- **To note White Hill Field rental**
It was noted that following agreement via e-mail to let Mr Langford rent White Hill Field at a cost of £80 per month, Mr Langford had subsequently terminated this agreement. A total of 4 payments of £80 had been duly received by the PC.
- **To discuss Nine Dykes Road**
It was noted that after several years of requesting that this stretch of road be dealt with by ERYC Highways, it had finally been attended to. There was no further action required at this time.
- **To discuss overhanging tree near flagpole**
It was reported that following a request from the owner of the cottage on Back Street that the overgrown trees surrounding the flagpole be cut back, the PC had arranged for Mr Sykes to attend to these.

36/20 To Receive Correspondence

- 09.04.2020 Complaint received via Councillor S Brambles from a concerned residents regarding a horse being kept at a property on Wold Newton Road. This was reported to ERYC and the situation was resolved.
- E-mail received 30.04.2020 from Mandy Miller requesting the loan of any bunting and/or flags in order to trim up the village for VE day. After e-mail consultation it was agreed to lend the flag and bunting which the Parish Council own. As at time of writing this has not yet been returned to the PC.
- E-mail received 02.06.2020 from ERYC requesting a letter of support for Rural Transport Funding Proposal. After email consultation the template letter of support supplied was duly signed and returned.
- E-mail received 19.05.2020 from Humberside Police requesting information from the PC about their top 3 rural community safety priorities. After e-mail consultation with the PC the top 3 submitted were Fly Tipping, Commercial Burglary and Theft.
- E-mail received 28.05.2020 from Humberside Police requesting information about the mis-use of motorcycles locally. Following e-mail discussion with several members of the PC, it was a negative response returned to the Police as the mis-use of motorcycles was not deemed to be a significant problem in Burton Fleming.
- E-mail received 05.06.2020 from Crispin Blyth requesting that the PC sign an updated Client Engagement Letter. This was signed by the Clerk and returned to Crispin. It was already resolved last year that Crispin Blyth would be the Internal Auditor for the financial year ended 31 March 2020.

- E-mail received 19.06.2020 from ERYC – requesting that the one representative from the PC complete their National Highways and Transport User Satisfaction Survey – Cllr K Wells agreed to complete this.
- E-mail received 07.07.2020 from ERYC requesting support for the East Riding Outbreak Management Plan – details published on PC website and info placed in village newsletter.
- E-mail received 29.07.2020 from M Parkin requesting copies of all correspondence between the PC and ERYC regarding Vellco Scrap Tyres in Burton Fleming from July 2011. As agreed via e-mail, all relevant information was e-mailed to M Parkin on 20.08.2020
- E-mail received 02.09.2020 from LCWFF advising of grants of up to £500 per project being available to support COVID related projects. The fund's new simple Small Grants option (for applications up to £500) is open to applications from local groups and organisations (in the fund's area of benefit) that are currently supplying essential services and support to people who are being highly impacted by COVID-19.
- E-mail received 07.09.2020 from ERYC Overview & Scrutiny notifying the Parish Council that the Council's Regeneration Overview and Scrutiny Sub-Committee will be considering Rural litter/Fly Tipping and Enforcement at its meeting on Weds 9th Sept. The meeting was available to the Parish Council and the Public via Zoom. This was circulated to all PC members and was published on the PC website.

37/20 To Approve Transactions and Finance Statement for Mar, Apr, Jun, Jul & Aug 2020

<u>Description</u>	<u>Current A/C</u>	<u>Money Man A/C</u>	<u>Total</u>
Opening Balance	£793.69	£5009.95	£5803.64
Interest Received		£3.05	
Website Fees (DD)	(£2.39)		
Newsletter Printing (2 months)	(£57.20)		
Clerk's Expenses	(£21.40)		
Grass Cutting – V Sykes (2019)	(£2190.00)		
NPower - Electricity	(£75.66)		
SLCC Membership	(£92.00)		
Zurich Insurance	(£257.60)		
Transfer from Money Manager to Current Account	£2500.00	(£2500.00)	
Balance as at 31 March 2020	£597.44	£2513.00	
Clerk's Wages	(£338.69)		
Thwing Hill Field Rental	£30.00		
Transfer from Money Manager to Current Account	£1500.00	(£1500.00)	
Donation to Playground Committee	(£300.00)		
Donation to Village Hall	(£500.00)		
1 st Half of 2020/2021 Precept		£3712.50	
T Langford – White Hill Field Rental (2 months Apr & May)	£160.00		
St Cuthberts PCC – Electricity for Tower Lighting	(£69.94)		
Website Fees (DD)	(£2.39)		
Clerk's Wages	(£338.69)		
Balance as at 30 April 2020	£737.73	£4725.50	
Website Fees (DD)	(£2.39)		
T Langford – White Hill Field Rental (Jun)	£80.00		
Clerk's Wages	(£338.69)		
Balance as at 31 May 2020	£476.65	£4725.50	
Transfer from Money Manager to Current Account	£1000.00	(£1000.00)	
Interest Received		£1.36	
CHT Solutions Ltd – Defibrillator Annual Support	(£162.00)		
Website Fees (DD)	(2.39)		
Newsletter Printing – 3 months	(£85.80)		
NPower - Electricity	(£76.95)		
T Langford – White Hill Field Rental (Jul)	£80.00		
Cemetery Fees - Jewitt	£400.00		
Balance as at 30 Jun 2020	£1629.51	£3726.86	
2 nd Half of LCWFF Grant for Defibrillator		£596.00	
Clerk's Wages	(£338.69)		
ERYC – Waste Disposal for Cemetery Wheelie Bin	(£128.96)		
Cemetery Fees - Brambles	£700.00		
Website Fees (DD)	(£2.39)		

Clerk's Wages	(£338.69)		
Newsletter Printing – 2 months	(£42.90)		
Balance as at 31 Jul 2020	£1477.88	£4322.86	
Website Fees (DD)	(£2.39)		
Newsletter Sponsorship – G Hoult	£20.00		
Clerk's Wages	(£338.69)		
	£1156.80	£4322.86	£5479.66

Newsletter Funds as at Aug 2020 (included in the above balances) = £130.35

RESOLVED: (all in favour) that all accounts submitted are approved.

Proposed by Cllr J Hairsine and Seconded by Cllr B Southwell

38/20 To Review Internal Control Arrangements for Annual Governance Statement 2019/20

RESOLVED: (all in favour)

(1) that members acknowledge responsibility to ensure a sound system of internal control, including the preparation of accounting statements.

(2) that these measures have been reviewed for the continued effective financial management of the Parish Council.

(3) that the Risk Assessment e-mailed to members on 09/08/2020 be formally confirmed as an official document of the Parish Council

(4) that the Clerk purchase two USB drives to further protect the increased number of electronic files held by the PC. A duplicate copy of electronic files to be taken to Council meetings and given to the Chairman to hold.

Proposed by Cllr K Wells and Seconded by Cllr J Hairsine

39/20 To Receive and Approve the Financial Statement Year End March 2019/20

RESOLVED: (all in favour)

(1) that the Financial Statement Year End March 2019/20 be approved

(2) that the Certificate of Exemption be signed and returned to the external auditor

(3) that the Internal Audit be noted – no issues were raised about the accounts but Mr Crispin had advised the PC to have a Risk Assessment in place to cover the operations of the PC as well as the accounts. See minute ref 38/20 (3)

(4) that the Annual Governance Statement 2019/20 be completed and signed accordingly

(5) that the Annual Accounting Statements 2019/20 be signed accordingly

(6) that the Asset Register remains as last year

Proposed by Cllr K Wells and Seconded by Cllr B Southwell

40/20 To Approve Adoption of Dates for the Period of Exercise of Public Rights

RESOLVED: (all in favour) that the annual accounts inspection period of 31 August 2020 to 12 October 2020 be approved.

Proposed by Cllr J Hairsine and Seconded by Cllr B Southwell

41/20 To Appoint an Internal Auditor for 2020/21

RESOLVED: (all in favour) that Mr Crispin Blyth is approved as the Internal Auditor of accounts 2020/21 for Burton Fleming Parish Council.

Proposed by Cllr K Wells and Seconded by Cllr B Southwell

42/20 To Receive and Consider Planning Applications and Approvals as Listed Below
(and subsequent plans received following publication of agenda)

Applications considered since last meeting:

20/01532/PLF – Siting of 2 steel containers to house farm produce vending machines and construction of a gravel car parking area at Argham Fields Free Range Egg Unit, Grindale

RECOMMENDED FOR APPROVAL BY BFPC

20/01595/PLF - Erection of a covered manure store at Burton Fleming Grange, Burton Fleming

RECOMMENDED FOR APPROVAL BY BFPC BUT WITH 3 CONCERNS NOTED

20/01796/PLF - Erection of two storey extension to side and single storey extension to front, installation of rooflights in replacement roof and alterations, following demolition of existing outbuildings, garages and canopies at Far End, Hunmanby Road, Burton Fleming

RECOMMENDED FOR APPROVAL BY BFPC

20/02002/PLF – Change of use of land to allow for the siting of 6 static caravans and erection of a café building following demolition of existing agricultural buildings and storage silos at Scenic View Caravan Park, Hunmanby Road, Burton Fleming

RECOMMENDED FOR APPROVAL BY BFPC

20/02350/PLF – Erection of two storey and single storey extensions to rear following demolition of existing conservatory at 4 South End Cottages, Thwing Road, Burton Fleming

RECOMMENDED FOR APPROVAL BY BFPC

20/02534/PLF – Erection of a pig finishing building with associated feed bins at The Sheepwalks Field, Bartindale Road, Grindale

RECOMMENDED FOR APPROVAL BY BFPC BUT WITH 2 CONCERNS NOTED

43/20 Any Other Business

- Cllr Hairsine reported that the road markings at the T-junction from Wold Newton were in need of renewing and the sign is obscured by the bushes. It had been noted that several lorries were just going straight on rather than following the road to the right. It was requested that the Clerk report this to ERYC and suggest that they add new road markings and consider adding some “slow down” signs.

ACTION BY CLERK

- Cllr Hairsine reported that there appeared to be an increased number of horse muck piles appearing on pavements around the village. This was causing an obvious nuisance to pedestrians especially those with prams and pushchairs. It was requested that a polite notice be placed in the newsletter.

ACTION BY CLERK

- Cllr Hairsine reported that the two “30” signs on Thwing Hill had been hit by vehicles and so could do with either straightening or replacing as could the Adult & Child no pavement sign on Hunmanby Road. It was requested that the Clerk report this to ERYC.

ACTION BY CLERK

44/20 Date and Time of the Next Meeting

The next scheduled meeting of the Parish Council will be Tuesday 10 November 2020 at 7.00pm in the Village Hall. (SUBJECT TO COVID-19 RESTRICTIONS)

45/20 Close of Meeting

The Chair thanked everyone for their attendance and declared the meeting finished at 7.50pm.

Chairman's Signature: Date: