

# FLAMBOROUGH PARISH COUNCIL

## Annual Report

### 2010-2011



#### 1. Chairman's Overview of the Council 2010-2011:

During my time in office Flamborough Parish Council has held 17 full meetings, at which we have dealt with 31 planning applications and reams of correspondence. Electors, at 6 of these meetings, have had the opportunity to speak to a Councillor privately when surgeries have been held. Three new Councillors have also been co-opted onto the Council and one elected.

The Council have been involved with numerous projects and through successful negotiations with East Riding of Yorkshire Council secured temporary toilets at the South Landing car park for the summer period 2010 and an application is now going through the process for the café to be re-built after an arson attack burnt it to the ground. The public toilets at the Dog and Duck car park has benefited from a refurbishment, so too has the children's play area on the village green. Money has been spent on installing new equipment as well, as re-painting the existing. The Council liaised with the Community Payback Scheme and used their services to paint seats and fences around the Village Green as well as the playground equipment. Much needed repairs to the aging fence that surrounds the War Memorial is being completed by contractors. We are also in the process of improving the Fishermen's Gardens; this is an ongoing project. After strong representation and objections from the Parish Council over a high-level bridge, which Sustrans proposed to install at Danes Dyke; the outcome was to leave the Dykes in its natural state. I think most of us agree that this is a very positive outcome that the plans will not be going ahead.

The Council undertook a review of its health and safety compliance by commissioning a gap analysis of its current arrangements against legislative requirements. The result of the analysis was presented to the full Parish Council and was discussed in detail. Our clerk Libby has made further improvements by the introduction to a local risk register to document the Council's risks and action plans. The lighting system for the Christmas lights at the Dog and Duck Square has been successfully brought up-to-date. The Council worked with the East Riding and a contractor for this to be made possible. We have also undertaken a street lighting inventory.

There have been Councillors involved in practical projects, flower boxes have been weeded and re-planted, the Tower Street bus shelter has been re-painted, trees have been crown lifted and dead ones removed at Crofts Hill and a crab apple tree has been removed from Cameron's Gardens. A car park at the Bempton Lane allotment site had Council approval and now provides safe parking facilities for allotment holders; there are to be new gates installed on the site to replace existing ones and hopefully improve security. The Council has entered negotiations with the East Riding of Yorkshire Council regarding the purchase of more land to the rear of Constable Road, locally known as Charlie's Gardens.



All work undertaken this year has been completed within budget and the precept has not been increased. Councillors and the Clerk continue ongoing training with ERNLLCA (the Local Council's Association), which provides parishioners with a professional and successful service. I would like to say a big thank you to all Councillors who give their time freely, and express my gratitude to our Clerk, Libby for her professional commitment.

**Councillor Franco Villani**  
Chairman, 2010-2011

## 2. Further Summary of Parish Council Meetings and Activities:

### April 2010:

A meeting was held on 12<sup>th</sup> April. The Council received a health & safety presentation and approved work following a gap analysis report. The Council responded to ERYC's briefing note regarding the Danes Dyke bridge that the report did not allay fears and that the cost was too great financially and environmentally. ERYC wrote to the Parish Council stating that the Council must conform to the Code of Practice for Installation, Operation and Removal of Seasonal Decorations (Christmas Lighting). The Council wrote to HM Coastguard supporting the retention of services in Flamborough, and agreed to pay the Clerk £3 per week expenses for working from home. Two seats were donated to the Parish.

### May 2010:

A Surgery, the Annual Council Meeting and a Parish Council Meeting were held on 10<sup>th</sup> May. A vacancy occurred on the Council. ERYC had sited temporary toilets at South Landing and the RNLI undertook work to the slipway at South Landing. A NICEIC Certificate and re-lamping had been completed at the toilets, amendments to the street lighting contract with ERYC were negotiated, the Council purchased a photocopier and a seat was donated to the Parish. The Council increased allotment rents by £1 to £29 per plot per year.

### June 2010:

Meetings were held on 7<sup>th</sup> and 21<sup>st</sup> June. Another vacancy occurred on the Council. The Council agreed the Community Payback team should paint playground equipment and new playground equipment was installed; however the goal posts were removed following damage. Concern was expressed regarding the grass cutting contract, a report from an independent company confirmed the current Xmas Lighting installations did not comply with the Code of Practice and agreement was reached to undertake remedial work. ERYC confirmed withdrawal from the Connect2 section of the cycle track including the bridge at Danes Dyke. Volunteers planted the wooden boxes and troughs. Arrangements were made for a new Coronation seat at Camerons Gardens which now holds the original plaque. The Council asked ERYC to provide 5 extra salt bins. There were no vacant plots at the allotments. The Parish Council responded to ERYC's Local Development Framework consultation that Flamborough should be a "rural settlement" rather than a "supporting village"

### July 2010:

A Surgery was held on 5<sup>th</sup> and meetings on 5<sup>th</sup> and 26<sup>th</sup> July. Two Councillors were co-opted to the Parish Council to fill the vacancies. ERYC consulted the Parish Council on a further proposition for a cycle track through Danes Dyke however this was rejected as a lot of trees would be removed. The Parish Council rejected ERYC's proposals for 20 mph speed limits on all village streets and reviewed insurance cover saving £700. New catenary wire for Xmas Lighting was purchased, tree pruning undertaken at the Village Green and agreement reached to fund a litter bin when ERYC replace broken ones. One seat was donated to the Parish and there was a waiting list for allotments. ERYC undertook a detailed street lighting inventory for the Parish Council at the request of CE Electric. Community Payback painted the Village Green fence.

### August 2010:

An extra meeting was held to consider planning applications.

### September 2010:

A surgery was held on 6<sup>th</sup> and meetings on 6<sup>th</sup> and 20<sup>th</sup> Sept. Another vacancy occurred, Yorkshire Wildlife Trust presented plans for a Living Seas Centre at South Landing, there were thefts from allotment sheds, and damage to the playground. A new car park was installed at the allotment site, Community Payback painted the parish seats and ERYC confirmed only two sites for salt bins met their criteria – Dog & Duck Sq and South Landing top.

### October 2010:

A new Councillor was elected, the crab apple tree removed from Cameron's Gardens as youngsters were throwing fruit and damaging property and the Clerk's hours of work were increased from 52 to 64 per month - phew! The Council submitted a planning application for new allotment gates and agreed not to accept any more donations of seats – we now have 46 to maintain. There was concern regarding the state of the pavements. The Council voted to purchase Charlie's Gardens for allotments (planning permission not required).

### November 2010:

A Surgery was held on 1<sup>st</sup> and meetings on 1<sup>st</sup> and 29<sup>th</sup> Nov. A Councillor resigned, two Councillors attended East Yorkshire College to talk to students on the electoral process, new anchor bolts and testing for Xmas Lighting done, £35 paid to the Village Hall for the electric to the light at the rear, health and safety policies adopted, the School approached to design a Parish Council logo and next year's budget hotly debated.

### December 2010:

A new Councillor was co-opted, the Chairman had laid the wreath on Remembrance Day, donations were agreed to HART transport and Flamborough School, a proposal to employ a handyman was rejected and the Council asked Community Payback to clear footpaths of snow and ice. Flag flying dates were agreed and the state of litter bins discussed.

### January 2011:

A surgery and meeting took place on 10<sup>th</sup> January. A working group cleared up Camerons Gardens, the toilets were repaired following a major burst during the severe weather and a trace heating system installed. The Council agreed to buy a Xmas tree each year and agreed four timer sockets for street lights for installing Xmas lights. Because of the cost of installation each year, the Council agreed to leave up the Xmas Lights in Dog & Duck Square. Planning approval was received for new allotment gates and more tree pruning took place.

### February 2011:

A meeting took place on 7<sup>th</sup> February. The Council considered the annual playground inspection and rejected Yorkshire Wildlife Trust's plans to site a fruit orchard at South Landing. ERYC will build a new website for the Parish Council and agreement was reached for work to the railings at the War Memorial and a new Grounds Maintenance contract.

### March 2011:

A surgery and meeting were held on 7<sup>th</sup> March. A risk register was approved, new Standing Orders adopted, new village entry signs agreed, concern expressed regarding the rubbish in the allotment hedge which is protected by a Court Order, allotment gates purchased and installed, and Cllr Mrs Taylor very kindly helped to sort out the Clerk's filing system!!

### 3. Summary of Year End Accounts to 31<sup>st</sup> March 2011 & Internal Auditor's Statement:

(Accounts are subject to External Audit).

| <b>2010-2011</b> | <b>Receipts</b>  | <b>2009-2010</b> |
|------------------|--|------------------|
| 34,500.00        | Precept  | 34,500.00        |
| 2,318.00         | Allotment rent   | 2,296.00         |
| 73.10            | YE Wayleaves   | 70.92            |
| 216.63           | Other 10/11 – Sports Club Trust rent for field, ERYC refund toilet rates | 613.29           |
| 24.92            | Total Interest - war bonds and bank interest                             | 452.96           |
| 1,000.00         | Donations 10/11 – Seats  | Nil              |
| 46.80            | Grants – CSV Action Earth  | Nil              |
| 81.91            | Toilets Donations Box  | 69.02            |
| <u>3,627.03</u>  | VAT reimbursed   | <u>2,367.66</u>  |
| <b>41,888.39</b> | <b>TOTAL RECEIPTS</b>  | <b>40,369.85</b> |

| <b>2010-2011</b> | <b>Payments</b>   | <b>2009-2010</b> |
|------------------|---|------------------|
| 13,550.94        | PAYE – Clerk, Toilet Cleaner, Relief Cleaner                | 11,640.80        |
| 5,157.60         | Administration  | 5,044.33         |
| 4,622.14         | Toilets expenses  | 1,496.53         |
| 2,797.07         | Allotment expenses  | 1,177.51         |
| 7,536.66         | Open Spaces   | 5,362.15         |
| 1,000.00         | Seats donations   | Nil              |
| 876.33           | Footway Lighting (ERYC Maintenance and work under contract) | 505.35           |
| 6,019.23         | Electric (footway lights/xmas lights)                       | 5,985.45         |
| 3,136.12         | Christmas Lighting  | 453.60           |
| 264.00           | Hire of Halls   | 138.00           |
| 93.56            | Repairs (Notice board and paint for bus shelter)            | Nil              |
| 435.00           | Grants  | 1,113.50         |
| 66.50            | s137 payments   | 16.50            |
| 434.00           | Publicity   | 415.00           |
| 35.20            | Councillor Travel Expenses                                  | Nil              |
| 175.00           | Training  | 65.00            |
| 81.37            | Elections   | Nil              |
| <u>3,924.69</u>  | VAT on payments   | <u>1,406.89</u>  |
| <b>50,205.41</b> | <b>TOTAL PAYMENTS</b>                                       | <b>34,820.61</b> |

#### **Bank Reconciliation for year ended 31<sup>st</sup> March 2011**

|   |                  |
|---|------------------|
| Balance as bank statements as at 31 <sup>st</sup> March 2011: | £                |
| Community Account – 40375748                                  | 12,993.27        |
| Business Saver Account – 90765244                             | 43,134.35        |
| Investment – War Bonds  | <u>100.00</u>    |
|   | 56,227.62        |
| Less unrepresented cheques at 31/03/11                        | <u>3,532.11</u>  |
| <b>Closing Balance 31<sup>st</sup> March 2011</b>             | <b>52,695.51</b> |

#### **Cash Book**

|   |                    |
|---|--------------------|
| Opening Balance as at 1 <sup>st</sup> April 2010        | £                  |
| Add: Receipts in the year 2010-2011                     | 61,012.53          |
| Less: Payments in the year 2010-2011                    | 41,888.39          |
| <b>Closing balance as at 31<sup>st</sup> March 2011</b> | <b>(50,205.41)</b> |
|   | <b>52,695.51</b>   |

#### **Internal Auditor's Statement (extract from):**

**David S Walker, ACIB, AICB, BA (Hons).**

**(A copy of the full report is available by contacting the Clerk)**

My examination was carried out in accordance with the Audit Commission Act 1998, Accounts and Audit Regulations 2003 as amended by the Accounts and Audit Regulations 2006 and The Governance and Accountability for Local Councils Practitioners' Guide. An examination includes a review of the accounting records kept by the Council and a comparison of the vouchers and statements presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations concerning such matters.

Budget: It is noted that a budget has been properly prepared and adopted by the Council in setting the precept. This is monitored through regular financial reporting and variance analysis. General revenue reserves (un-earmarked) usually lie within 3-12 months gross expenditure but this should be risk assessed and approved. Billing and precepting authorities must have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirements.

Expenditure: All expenditure has been agreed to the cash book via authorised payment, supported by vouchers or invoices and traced to bank. All payments have been properly authorised by the Council. Secretary of State Eric Pickles MP has requested that all public bodies publish electronically in a reusable format details of spend over £500. As the Council post their Minutes on the Council's internet website detailing all approved expenditure, I consider this request has been complied with by Flamborough Parish Council

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that there is no evidence of failure of keeping accounting records, no evidence of accounts not being in accord with the records and no evidence that accounts fail to comply with the Acts and Regulations. There are no matters of significant concern that need to be drawn to your attention to enable a proper understanding of the accounts to be reached.

#### 4. Reports from Parish Council representatives to External Organisations:

##### **Flamborough School**

The School proudly announced recently that it had received a "Good" Ofsted Inspection. The Inspector states "This is a good school which provides well for its pupils. It is a happy school where pupils feel safe. Attainment is above average and progress is good". This is fantastic news and the Parish Council extends congratulations to Mrs Tandy and all the Staff.

**Councillor Mark Smales**

##### **Flamborough Head Maritime Forum**

Flamborough Head No Take Zone was set up last year and there are surveys of marine stock. The Forum continues to meet and presentations by Natural England, RSPB and Yorkshire Wildlife Trust provide information on their plans for the Flamborough area.

**Councillor Vic Leppington**

##### **Flamborough Village Memorial Hall**

The Hall continues to provide a useful facility. Recently "Exercise to Music" classes were greatly appreciated but unfortunately there were insufficient numbers for the class to continue. Users will have noticed a vast improvement. Due to grant funding we have had the floor sanded, upgrading of the toilets, decorating and washing curtains which cost around £5,000. We are pleased the Hall has been booked for a wedding reception. A recent table top sale made over £400, so thanks to everyone especially Parish Councillors Christine and Kate and also to Margaret who served refreshments and Helen who provided food. If anyone wishes to use the Hall, please telephone Miss Jowett on 01262 850582 to make a booking.

**Councillor Mark Smales**



##### **Parish Councillors**

###### **Chairman – 2011/2012**

###### **Councillor Ian Woodhouse**

187 South Sea Road, Flamborough,  
Tel: 01262 851371.

###### **Vice Chairman – 2011/2012**

###### **Councillor Mark Smales**

22 Chapel Street, Flamborough,  
Tel: 01262 851146

###### **Councillor Peter Couzens**

Seaways Farm, Lighthouse Rd, Flamborough  
Tel: 01262 850720

###### **Councillor John Crossland**

1 Carter Lane, Flamborough,  
Tel: 01262 850539

###### **Councillor Steve Emmerson**

Norma Dene, North End, Flamborough,  
Tel: 01262 850903

###### **Councillor Alec Grainger**

Trevor House, Dog & Duck Sq, Flamborough  
Tel: 01262 850553

###### **Councillor Mrs Kate Johnson**

Kindle Scars, Tower Street, Flamborough,  
Tel: 01262 851162

###### **Councillor Vic Leppington**

"Mirfield", South Sea Road, Flamborough,  
Tel: 01262 850831

###### **Councillor Miss B Nettleship**

Roselands, 24 Chapel St, Flamborough

###### **Councillor R Sellick**

Norric, South Sea Rd, Flamborough  
Tel: 01262 850202

###### **Councillor Mrs May Sexton**

"Woodlands", North End, Flamborough,  
Tel: 01262 850882

###### **Councillor Mrs Chris Taylor**

22A Tower Street, Flamborough  
Tel: 01262 850754

###### **Councillor Franco Villani**

5 Castle Crescent, Flamborough,  
Tel: 01262 851389

###### **Clerk to the Council, Libby Woodhouse**

187 South Sea Road, Flamborough,  
Bridlington, East Yorkshire, YO15 1AE  
Tel: 01262 851371 or email:  
[clerk@flamborough-pc.gov.uk](mailto:clerk@flamborough-pc.gov.uk)

##### **Flamborough Relief in Need**

Started in the early 1800's it is independent of any other organisation. It was created by the villagers of Flamborough to enable the village community to give help and support to those most in need. Its existence is dependent on donations and legacies invested to provide an income which in the early days was used for the distribution of "penny loaves" and "bags of coal" and also at Christmas time one shilling each for the very poor. As time moved on needs changed, but donations and legacies are still needed to carry on the good work. The "Trustees" expressed their thanks for a recent donation of £100 received from Mr Billy Dove, a true Flamborian, now retired and living in London. Without such gestures of generosity the funding would eventually dry up, which would be a great pity as there are still many needy cases of individual hardship which do not fall within any category for help and support.

If anyone is aware of any hardship case deserving charity support they should contact the Clerk to the Trustees with the assurance that all information will be dealt with in the strictest confidence. The Clerk to the Trustees is Mr Peter Davis – Tel: 01262 851223.

**Councillor Mrs May Sexton and Councillor John Crossland**

##### **Youth Council**

The Council visited the Youth Council to consult on replacement playground equipment which resulted in new monkey bars and a climbing net at the playground.

The Youth Council is planning to set up a new weekly date (Fridays at the Church Hall) for young people to meet. Funding is already secured for computers.

The Headland Community Group eventually had to disband due to lack of premises and support from the Village for a Community Centre and volunteers to take the project forward.

**Libby Woodhouse, Clerk**

##### **Flamborough Sports Club Trust**

The Trust continues to work to provide recreational and sporting facilities for the village – there are many people giving time voluntarily looking after the field, running sports teams, running the Trust and also people who donate money, experience, time, labour, equipment or goodwill items needed for developing facilities. Thank you to all who support the work of the Trust. The field has received problems with damage and The Trust asks members of the public to report anything suspicious to the police.

Last year's Gala raised over £6,000 which will be spent on a new tractor shed which is very much needed to keep equipment safe. This year's Gala will take place on Sunday 14<sup>th</sup> August 2011 and everyone is welcome.

The new Multi Use Games Area is open for business and anyone wishing to hire this fantastic facility should telephone Mary Sunley on 01262 850221.

**Councillor Ian Woodhouse  
Councillor Franco Villani**