

## FLAMBOROUGH PARISH COUNCIL

## MINUTES OF PARISH COUNCIL MEETING

7<sup>TH</sup> MARCH 2011, 7.30 PM, METHODIST CHAPEL, FLAMBOROUGH*(Prior to the meeting there was a Surgery with Councillors F Villani, A Grainger and I Woodhouse)*

**Present:** Councillors F Villani (in the Chair), P Couzens, J Crossland, S Emmerson, A Grainger, V Leppington, Mrs K Johnson, D Morton, R Sellick, Mrs M Sexton, Mrs C Taylor, and I Woodhouse.

ERYC Ward Councillor J Wilkinson (Councillors C Matthews and R Harrap had sent apologies)

PCSO Bev Feirn and PCSO Andrea Humphrey

1 member of the public

Clerk, Libby Woodhouse, recorded the Minutes.

**49/11 To receive apologies for absence:**

Apologies were received from Councillor M Smales

**50/11 To receive Declarations of Personal/Prejudicial Interests on Agenda Items, the Nature of the Interest and Registration of Gifts:**

Any Declaration of Interests made by Councillors are recorded at the appropriate Minute.

Registration of Gifts – there were none.

**51/11 Public Participation session to include items on the agenda (to include members of the public and Councillors with prejudicial interests):**

**PCSO Feirn** – reported on the logs numbers – between 1<sup>st</sup> February and today there were only 2 calls for anti-social behaviour – these were for drinking alcohol behind the library and laser guns. With regard to the incident when many young people came up from Bridlington, one person had been issued with a PND for supplying alcohol to minors. There had been a drugs search in the pubs in the area at the weekend and none had been found in the Ship or Dog & Duck.

**PCSO Feirn** – reported that following a request from the Chairman, she had asked Community Payback to litter pick on Bempton Lane and also stain the top of the youth shelter to match.

**PCSO Feirn** – reported that she was leaving this area to work in Bridlington. PCSO Andrea Humphrey would be taking over at Flamborough and surrounding villages.

**The Chairman** – thanked PCSO Feirn for her work in the village and welcomed PCSO Humphrey to the village.

**Councillor Woodhouse** – reported he had picked up a lot of alcohol bottles from the front of the Pavilion at the Cricket Field on Sunday morning.

**Councillor Crossland** – reported that there had been a lot of damage at the empty fish & chip shop. The PCSOs left the meeting.

**52/11 To approve the Minutes of Parish Council Meetings of 7<sup>th</sup> February 2011:**

**RESOLVED:** (All in favour) that the Minutes of this meeting be approved and signed as a true and correct record.

**53/11 (a) To receive the Clerk's Report & Action Log (for information enclosed):**

**Trees pruned/removed, Crofts Hill** – work completed 9<sup>th</sup> February and account was paid.

**Burnt down Café, South Landing** – Although Ward Councillor Matthews copied the Parish Council in on an ERYC report in early February, we have not received any formal response from ERYC to our letter of 18<sup>th</sup> January (either regarding the café or temporary toilets) other than a letter from the Chief Executive stating that the Director of Policy, Partnerships and Improvement will respond to us. However, a planning application has been received.

**Allotments** – there has been a skip at the allotments (just sited inside the gate on the car park by the hedge) which is being filled with rubbish from the site. It has been there for a couple of weeks – presumably organised and paid for by the Allotments Association. The Parish Council gave permission for this a couple of years ago.

**Parish archive Minutes** – Minutes from 1998 to 2010 have been scanned to a memory stick (purchased by the Clerk for that purpose – see Clerk’s expenses). These have been uploaded to the computer and will be uploaded to the new website. Scanning was done by the Clerk at Bridlington Town Council offices using their fantastic machine free of charge. Time taken was one hour.

**Councillor Mrs Taylor** – has spent considerable time sorting files out at the Clerk’s home and also taken files home with her. Most old correspondence files and the documents for the hedge court case are sorted and in date order. She is prepared to sort out newer files. Hopefully some of the older correspondence will be able to go to archives with Minutes. I would like to thank her for her help with this task that I never have time for.

**Manhole, Constable Road** – ERYC Highways has reported that this is not a raised manhole but the carriageway is sinking around the manhole. The area will continue to be monitored prior to ramping up the structure in the future (as was the case at Castle Crescent in the past).

**Church Lane/West Street** – residents reported a hole in the pavement to the Clerk who has reported this to ERYC Highways. Residents state YE dug the hole during the bad weather when the power was down. The hole was mended with tarmac but this is now sinking badly in two places. Highways are instructing YE to repair it.

**School Close one way to School Lane** – ERYC Highways report that the blue arrow that should be opposite School Close has been overlooked or lost due to the redevelopment of the area. Highways will order a sign in the new financial year (six weeks manufacture period).

**Verge, Lily Lane** – Highways report this was due to be reinstated along with some work on North Marine Road prior to Christmas, however, with the bad weather both will be undertaken in April when the weather improves.

**Flamborough School** – has sent a letter thanking the Parish Council for the money donated so that school children can travel to York to celebrate the bicentenary of foundation schools.

**Headland Community Group** – (formerly Internet Café Steering Group). This was formally disbanded on 18<sup>th</sup> January 2011 due to lack of community support in terms of volunteers and also funding. Neil Bravey has spent a lot of time creating a charity which is now being withdrawn and trying to gain funding in excess of £75,000 for the venue and one staff member (this has been impossible due to the amount of funding already received in Flamborough for other meeting rooms/halls and because of the size of the project). Wren will not fund any more in Flamborough. The young people are attempting to divert the funding received from the YOF for this project to the Youth Club to provide computers and update equipment there and with a view to the Youth Club running for another night per week (Fridays) in the Church Hall – this again is largely dependent on volunteers as support for this is limited. A lot of time (four years) has been spent by members of the community in trying to get facilities for the community and especially for the young people to get them off the street. A lack of volunteer support has prevented this. The Youth Club is still functioning well thanks to the Youth Workers and PCSO Feirn and the “Off the Streets Group” bank account is used for funds raised by the young people for projects.

**Planning Enforcement, DIY re-development, School Lane** – the Enforcement Officer states that he is well aware of the situation and had a site meeting a couple of weeks ago with one of the planners when there were also a couple of other issues to sort out that Mr Gardiner has raised. He has done that but there are other issues to put to the planners including the fact that two properties have been sold so any enforcement would fall on them. He will let us know what is decided in due course.

**Kat Sanders, Yorkshire Wildlife Trust** – would like to attend a meeting to discuss a proposed fruit orchard at South Landing at some point in the near future.

**Quality Status** – the re-accreditation application will be considered on 12<sup>th</sup> April – the Clerk is working to complete the application.

**Co-op, Christmas Lighting** – they had lost the letter and the Clerk had supplied another on 2<sup>nd</sup> March.

**Anonymous letter** – has been received regarding the chicken sheds at North Landing – the Council’s policy is not to deal with anonymous correspondence.

**Tower Street bus shelter** – the Toilet Cleaner is cleaning it out and has filled in the cracks on the floor with some concrete. A new broom has been purchased for him. Councillor Morton has painted it out. The shelter looks and smells much better.

**Elections** – will take place on 5<sup>th</sup> May. Nomination forms are available from the Clerk or ERYC. Nominations should be returned to ERYC between 25<sup>th</sup> March and noon on 4<sup>th</sup> April. Poll cards issued will have the ERYC Ward elections and the referendum on them. Because of the referendum, Parish elections will not be put on the poll cards as has been the case in the past. The Parish Council did not wish to have separate poll cards due to the cost but will advertise the elections in the Village section of the Free Press nearer the time.

**Councillor Sellick** – would like the Emergency Plan putting on the next agenda.

**(b) To consider action required from the Clerk's Exceptions Report (enclosed):**

Work identified to the playground had not yet been completed.

**54/11 Questions/Reports from Councillors and Committee Representatives:**

**Councillor Woodhouse** – reported that a banner had been hung from the pump at Crofts Hill and complained that the people who had erected it for “Shaun’s 40<sup>th</sup> Birthday” had not removed it. He stated it would potentially have damaged the pump. It was out of order. Councillor Crossland had removed it.

**Councillor Woodhouse** – reported that the hens on Crofts Hill were becoming a nuisance and could potentially cause an accident with cars swerving to miss them.

**Councillor Sellick** – reported that a car had been driven round and round the Village Green. The Council will consider at the next meeting putting on a gate or drop post to stop this.

**Councillor Crossland** – reported that horses were riding on the grass verge at the bottom of Crofts Hill near Water Lane and this was chewing up the verge which would cause problems for the grass-cutting contractor. The Clerk will ask Highways for a “No Horses” sign.

**The Chairman** – though that the Council should write to PCSO Feirn to thank her for her work in the village and wish her well in her new work. The Clerk will write to her.

**Councillor Leppington** – reported that he and Councillor Mrs Sexton had attended the latest Flamborough Head Forum meeting.

**55/11 Chairman's Report:**

The Chairman had nothing to report.

**56/11 To consider Planning Applications as listed below and subsequent plans received after the agenda is sent out (planning applications available for public inspection at 7.15 pm):**

- (1) **11/00475** – Certificate of Lawfulness for continued use as caravan/camping site and caravan storage area  
At The Grange Caravan Site, Bempton Lane, Flamborough  
For Tim Houghton  
Application Type: Certificate of Lawful Development – Existing

**RESOLVED:** (All in favour) that the Council recommends approval of this application and can confirm that caravans have been there for over 20 years and has had planning permission, proposed Councillor Crossland, seconded Councillor Emmerson.

- (2) **11/00509** – Erection of public convenience and general room for mixed use as training room, visitors/information centre or nature conservation groups centre and café  
At South Landing Public Conveniences, South Sea Road, Flamborough  
For East Riding of Yorkshire Council  
Application Type: Regulation 3 – Development by Council

Councillor Woodhouse declared a prejudicial interest (does work for the Yorkshire Wildlife Trust, the leaseholder), left the meeting for the duration of this item, did not take part in discussion and did not vote.

Discussion centred on the fact that the plans showed the re-build would be again sited in the highway and this would need stopping up. The Clerk had received advice from ERYC Highways and separately from ERYC Assets.

**RESOLVED:** (8 in favour, 3 against) that the Parish Council has no observations to make on this application. Any comment would be that the Parish Council want ERYC to do the work as fast as possible due to the danger to the public and aesthetically. Proposed Councillor Emmerson, seconded Councillor Mrs Sexton.

Councillor Leppington requested a recorded vote and voting went as follows:

Councillor Villani voted in favour of the proposal  
 Councillor Morton voted in favour of the proposal  
 Councillor Emmerson voted in favour of the proposal  
 Councillor Couzens voted in favour of the proposal  
 Councillor Sellick voted in favour of the proposal  
 Councillor Mrs Johnson voted in favour of the proposal  
 Councillor Mrs Taylor voted in favour of the proposal  
 Councillor Mrs Sexton voted in favour of the proposal  
 Councillor Grainger voted against the proposal  
 Councillor Leppington voted against the proposal  
 Councillor Crossland voted against the proposal

Councillor Woodhouse returned and resumed the meeting.

### **Planning Application Approval granted by ERYC**

- (1) **DC/10/04417** – Erection of a dwelling following outline approval 07/07136 (all matters considered) at land south of The Cloisters, Bempton Lane, Flamborough.
- (2) **DC/10/05273** – Erection of an extension to existing toilet block, at Toilet Block, Thornwick and Sea Farm Holiday Centre, North Marine Road, Flamborough
- (3) **DC/11/00052** – Erection of a new Yorkshire Water control kiosk in grass verge to enable monitoring of existing sewers to aid in pollution prevention of watercourses at land east of Chantry Cottage, West Street, Flamborough

### **57/11 To note/deal with correspondence as listed below:**

- 25-Feb-11 ERYC, Local Development Framework, update on Preferred Core Strategy and Potential Sites Allocations Document and Localism Bill briefing note re planning (enc)
- **The Council noted this document.**
- 22-Feb-11 Yorkshire Wildlife Trust, invitation to Nature Tourism Seminar, Orangery at Sewerby Hall, 17<sup>th</sup> March 2011, 10.45 am- 12.30 pm (enclosed).
- **Councillor Crossland will attend this Seminar**
- 17-Feb-11 ERYC, next Flood Liaison Group, County Hall, Beverley, 18<sup>th</sup> March 2011, 10 am.  
 13-Feb-11 Wingbeats, Minutes of meeting of 9<sup>th</sup> February, list of Wingbeats events. Next meeting is 4<sup>th</sup> May, Bridlington Spa, 6.30 pm.  
 10-Feb-11 ERYC, Guidance on holding Street Parties (Royal Wedding and Diamond Jubilee)  
 03-Feb-11 Town & Country Planning Association, invitation to Neighbourhood Planning Conference, 29<sup>th</sup> March 2011, Whitehall, London, £300 per delegate.  
 Newsletters ERNLLCA (enclosed), ERVAS, Kompan Playground funding support.

### **58/11 To approve payment of accounts to 28<sup>th</sup> February 2011 (See attached sheet):**

#### **Received**

£1 Annual rent for Cricket Field from the Sports Club Trust  
 £7.02 Toilets Donations Box

**RESOLVED:** (All in favour) that the accounts as submitted be paid, proposed Councillor Mrs Sexton, seconded Councillors Mrs Taylor.

| Chq No  | Creditor  | Net Due         | VAT          | Total           |
|---------|---|-----------------|--------------|-----------------|
| 1969    | Yorkshire Water, toilets water rates (estimated)        | 68.34           |              | 68.34           |
| 1970    | Yorkshire Water, allotment water rates (estimated)      | 99.87           |              | 99.87           |
| 1971    | MG Maltby Ltd, installation of trace heating at toilets | 422.00          | 84.40        | 506.40          |
| 1972    | United Carlton, photocopying (Aug 2010-Feb 2011)        | 19.87           | 3.97         | 23.84           |
| 1973-75 | PAYE  | 1,177.98        |              | 1,177.98        |
| 1976    | Clerk Expenses (Feb)                                    |                 |              |                 |
|         | Telephone   | 8.00            |              | 8.00            |
|         | Broadband connection                                    | 7.50            |              | 7.50            |
|         | Expenses for working from home                          | 12.00           |              | 12.00           |
|         | Postage   | 10.08           |              | 10.08           |
|         | Stationery  | 20.68           |              | 20.68           |
|         | Car Allowance   | 20.00           |              | 20.00           |
|         | Deliveries  | 2.00            |              | 2.00            |
|         | 16GB pen drive to store electronically scanned Minutes  | 34.99           |              | 34.99           |
|         | Dell, Inkjets   | 49.97           | 10.00        | 59.97           |
|         | New broom for sweeping bus shelter/toilets              | 13.98           |              | 13.98           |
|         | <b>Totals</b>   | <b>1,967.26</b> | <b>98.37</b> | <b>2,065.63</b> |

**59/11 To consider the enclosed consultation from ERYC Highways with regard to the junction and island at Post Office Street/Tower Street:**

Councillor Morton reported that he felt that the junction is dangerous and that it is confusing and that other things could be done rather than a right turn and requested a site meeting with traffic officers.

**RESOLVED:** (All in favour) to recommend approval of ERYC Highway's proposals to isolate the junction from the "roundabout" and create road markings to make the right turn into Post Office street legal, proposed Councillor Crossland, seconded Councillor Mrs Johnson.

**60/11 To note ERYC Streetscene Services Village Taskforce Developments (enclosed) – Flamborough is earmarked for this year:**

The Council noted the correspondence.

**61/11 To consider a representative for the ERYC Parish Council Liaison Meeting, 17<sup>th</sup> March 2001, Bridlington Town Hall (enclosed):**

The Chairman and Councillor Crossland will attend. The Clerk will return the form.

**62/11 To receive a report from Councillor Crossland regarding proposals to build above the Tower Street bus shelter, a feasibility study by C Readead and consider the way forward:**

Councillor Crossland passed round the meeting one copy of Craig Readhead's study which had not been provided to the Clerk to send round with the agenda. Craig had confirmed in a letter and drawing which was free of charge that subject to planning, conservation and building regulation approval, an upstairs could be built which could be used as a store and not as an office or meeting room unless disabled access was provided. Councillor Crossland stated that there was no way the Council could put in disabled access and he had spoken to planning officers who had suggested they look at it to see whether there could be an alternative system, ie, the Clerk making home visits. Councillor Crossland stated that it was not fair that Council files, etc, are kept at the Clerk's and home that people visit the Clerk's house and there would be more responsibilities as a result of the localism bill. However, Councillors also felt that it was not known whether there would be increased responsibilities, that funding would be an issue for a build and that disabled access would be required. It was thought that work is needed to the shelter and store and that the Council could look into office provision.

**RESOLVED:** (9 in favour, 3 against) to go no further forward with building above the bus shelter, proposed the Chairman, seconded Councillor Mrs Sexton.

Councillor Sellick wished the Council to consider an office for the Clerk and to refurbish the bus shelter and store on the next agenda.

**63/11 To review and confirm specifications for work to Fishermans Gardens – see enclosed report:**

Various options were discussed. At the previous meeting, Councillor Mrs Sexton reported an offer from Flamborough Holidays for free second hand concrete slabs however it was thought these would not be in keeping. Councillor Crossland had sourced concrete blocks (free from Chapel Street, Bridlington when it was refurbished) which it was felt would not match. Danny Major had offered a boat and an anchor for the centre – there would need to be 450 mm left back from the kerb face and a licence from Highways. Councillor Grainger stated York stone would cost £75/m delivered to site and would be expensive. It was thought the boat in question was too big.

**RESOLVED:** (All in favour) that the Council inset the anchor into concrete inlaid with cobblestones to match those under the Fishermans memorial and outside the Chapel and install a small planter. Councillor Leppington will source the anchor which is still in the sea. Measurements could then be drawn up and a licence sought. Proposed councillor Leppington, seconded Councillor Mrs Sexton.

**64/11 To approve the enclosed Newsletter (March) and Information Leaflet (will help with Quality Status re-accreditation), copying and distribution to shops, Library, Dr's Surgery:**

**RESOLVED:** (All in favour) to approve the Newsletter (after amending the Fishermans Gardens paragraph) and Information Leaflet and to copy and distribute to shops etc, proposed the Chairman, seconded Councillor Mrs Johnson.

**65/11 To approve £50 for the cost of summer planting of the wooden and stone planters (has been budgeted for):**

**RESOLVED:** (All in favour) to approve £50 for summer planting of the planters/troughs, proposed Councillor Couzens, seconded Councillor Leppington.

**66/11 Annual Playground Report – to consider the cost of replacing the matting under the gate:**

This was deferred to the next meeting.

**67/11 To approve the enclosed Annual Risk Register (LCRS has not been used, the Clerk has produced a new risk register as advised by Coast RM in the Health & Safety Gap Analysis last year and which has been approved by ERNLLCA):**

**RESOLVED:** (All in favour) that the Risk Register is approved, proposed the Chairman, seconded Councillor Couzens.

**68/11 To review and adopt new model NALC Standing Orders (see enclosed and report):**

It was proposed by Councillor Mrs Taylor and seconded by Councillor Mrs Sexton to adopt the new Standing Orders with amendments (1j – a person should raise a hand when requesting to speak, 1z - length of meetings shall be at the Chairman's discretion, take out 5axvii, 3bxiii - legal deeds to be signed by 2 Councillors, 11a – a rescission notice shall bear the names of 4 Councillors, 26 – keep in the Council and the Committee, 27b – should read the Chairman of the Council and not the Committee, and 30b – the value to be £10,000). This will stand adjourned to the next meeting as Standing Order 78 states (current Standing Orders).

**69/11 To consider action required regarding the damaged tree at Crofts Hill:**

This had been removed. Councillor Couzens will look at removing the stump.

**70/11 To confirm prices for the village entry signs:**

The company (Hayne-West) who provided the original cast signs had quoted £202.61 including delivery and VAT. Alan Tate had quoted £130 to make a mould from the remaining existing sign, £65 for the production of a fibreglass sign and £15.00 for painting it. The mould would then be available for any replacements.

**RESOLVED:** (All in favour) that the price from Alan Tate is confirmed and Councillor Leppington will remove the existing sign to take a mould from. Proposed Councillor Morton, seconded Councillor Mrs Taylor.

**71/11 Allotments:****(a) To report on the Clerk's monthly site visit and consider action re management matters**

The Clerk reported on a site visit undertaken by the Clerk and Councillor Smales that morning. The Clerk will send Letter 1 to the tenant of plot 59 for non-cultivation and a letter to the entire bottom row of tenants near the front hedge to remind them to leave clear access for a tractor to cut the hedge. The front hedge was full of rubbish.  
The Council will attend a site visit on Monday 28<sup>th</sup> March at 6.30 pm.

**(c) To let vacant plots:**

There are no plots vacant. There are four applicants on the waiting list.

**(d) To consider granting permission for sheds, greenhouses, etc:**

There were none.

**72/11 To resolve that due to the confidential nature of the business to be transacted, the press and public are excluded from the remainder of the meeting (Section 1(2), Public Bodies Admissions to Meetings Act 1960):**

**RESOLVED:** That the public are excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

**73/11 To consider a report regarding an allotment – please note this is CONFIDENTIAL:**

After the last meeting, the Clerk was not able to send a letter to the tenant because on checking the Tenancy Agreement wording had to obtain legal advice from ERNLLCA as according to Defra definitions the tenant was not in breach of the Tenancy Agreement however was in breach of planning law which left the Council with a potential conflict. The Clerk had gained legal advice and brought it back to the Council for a decision. The Council discussed the options given in the report during which Councillor Mrs Sexton left the meeting.

**RESOLVED:** (All in favour) to ask the tenant for sight of the horses' passports. If they are the tenant's horses to give 12 months Notice to Quit to vary specific wording of the Tenancy Agreement. If they are someone else's horses to send Letter 1 for breach of Tenancy Agreement condition 2.16 regarding sub-letting. Proposed Councillor Crossland, seconded Councillor Mrs Johnson.

**74/11 To consider prices received for the supply and installation of new allotment gates:**

Councillor Crossland declared a prejudicial interest (his son had tendered for the work), left the meeting, did not take part in discussion and did not vote. Five prices had been received.

**RESOLVED:** (All in favour) that the work be awarded to H Cowton in the sum of £1654.36 inc VAT as this represented best value for the community, proposed the Chairman, seconded Councillor Mrs Johnson.

The Chairman closed the meeting.

Signed .....  
Councillor F Villani, Chairman



..... Date ...4<sup>th</sup> April 2011 ...

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