

**FLAMBOROUGH PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING  
7<sup>TH</sup> NOVEMBER 2011, 7.30 PM, METHODIST CHAPEL, FLAMBOROUGH**

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

Two members of the public

ERYC Ward Councillor C Matthews

PCSO Andrea Humphrey had sent apologies

Clerk, Libby Woodhouse, recorded the Minutes.

**241/11 To receive apologies for absence:**

**RESOLVED:** To receive apologies of absence from Councillors S Emmerson, Miss B Nettleship and F Villani.

**242/11 To receive Declarations of Personal/Prejudicial Interests on Agenda Items, the Nature of the Interest and Registration of Gifts:**

Any declarations of interest made by Councillors are recorded at the appropriate Minute.  
Registration of Gifts – there were none.

**243/11 Public Participation session to include items on the agenda (to include members of the public and Councillors with prejudicial interests):**

No members of the public or Councillors with prejudicial interests wished to speak.

**244/11 To approve the Minutes of Parish Council Meeting of 3<sup>rd</sup> October 2011:**

**RESOLVED:** that the Minutes of this Meeting be approved and signed as a true and correct record.

**245/11 (a) To receive the Clerk's Report & Action Log (for information enclosed):**

**Christmas Lights/Timer Boxes** – Annual permit letter completed and sent. ERYC has fitted three timer boxes which are set to light from 4 pm to 1 am – the other will be fitted when they are switched on. ERYC erected Christmas Lighting in Camerons Gardens and checked the Lighting in Dog and Duck Square on Monday 24<sup>th</sup> October. The Lighting from the Co-op was not checked as it appears to have been switched off inside – Councillor Grainger will ask if they could switch it back on and then check it.

**Fence, School** – In response to Parish Council Minutes concerning the new fence surrounding Flamborough School, the Headteacher, Mrs Tandy has written the enclosed letter.

**RESOLVED:** (8 in favour, 2 abstentions) to write back to the School clarifying the procedure with regard to members of the public and Councillors bringing up issues at Parish Council meetings. Councillor Sellick will word the letter. Proposed Councillor Sellick, seconded Councillor Mrs Taylor.

**Purchase of Charlie's Gardens** – Councillors V Leppington and J Crossland signed the Contract on 21<sup>st</sup> October 2011. Following the cheque for £1800 being signed and sent to the Solicitor, we await completion. (£1800 is the purchase price of £1000 plus £800 towards ERYC's legal fees. The Council will still have to pay our Solicitor's fees).

**Allotments, clearance of plot 71** – completed and Waste Transfer Note received. An invoice for the work was sent to the outgoing tenant. The resident to the rear of this plot is currently replacing his fence.

**Youth Shelter** – the broken wooden panelling has been fixed.

**Local Flood Mitigation Funding** – ERYC sent a letter and is currently analysing the questionnaire results and the list of schemes submitted for work. Early appraisal indicates that the total value of these schemes exceeds £3m, therefore ERYC will not be able to fund all suggestions. The outcome will be communicated to Councils shortly.

**Remembrance Day Wreath** – has been received. Remembrance Day arrangements are in place – railings, wreath railing, sweeping steps, salting steps if frozen, Chairman's Badge of Office, grass cutting.

**Toilets work** – Colin Ford has fixed the problem with the tap in the ladies – he had to fix the water pressure by the tap in the road

**New Website** – went live on 7<sup>th</sup> October – a few teething problems but now seems to be working well except ERYC has launched its new website so all links to ERYC's site will need to be replaced.

**Street Light** – number 6 (Lighthouse Road at the Lighthouse end) has been reported with a YE fault.

**Swing, playground** – was reported damaged by Councillor Mrs Johnson on 29<sup>th</sup> October – mended by Councillor Woodhouse (new bolt to swing seat).

**ERNLLCA NE District Committee** – attended by the Clerk on 4<sup>th</sup> October. The Localism Bill will be having a third reading but a clear picture is still not known.

**Clerk's hours** – September – 71.5 hours worked (7.5 hours added back to holidays). October – 70.5 hours worked (6.5 hours added back to holidays).

**PCSO Humphrey** – had sent a monthly report which was read out to the meeting.

**ERYC** – Networking and Information Event for Parish Councils with regard to the LAT and the new Community Partnership on 7<sup>th</sup> December, 6-9 pm at Cass Hall in Driffield – no-one wished to attend.

**ERYC, Code of Conduct Training** – this will take place in February/March 2012. ERYC updated with regard to the Localism Bill and Standards Regime. It is certain that the Standards Board will be abolished but it is likely that Town and Parish Councils will be required to have a Code of Conduct which will contain certain mandatory elements and be in accord with the Nolan principles of public life. Local authorities will also have to have a system in place to deal with allegations that Members have breached the Code. ERYC will brief Councillors and Clerks about the final provisions when they become clear.

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

#### **246/11 Questions/Reports from Councillors and Committee Representatives:**

**Councillor Mrs Johnson** – reported that rubbish and concrete had been dumped at the side of the road at the bridge on Water Lane, on the highway. Ward Councillor Matthews will take on the issue.

**Councillor Leppington** – reported that the lady parishioner to the rear of Monument Garage is still concerned about the amount of tyres stored behind the garage. The Clerk will contact Humberside Fire Service again.

**Councillor Leppington** – reported concern that some members of the public have dogs on the Village Green without a lead and some dogs are causing nuisance there. Councillor Leppington will find out the time of day this is happening and the Clerk will ask the Dog Warden to visit.

**Councillor Sellick** – reported broken fencing on the Village Green. Councillor Couzens will mend it.

**Councillor Sellick** – reported that wheelie bins had been set on fire on the Village Green just in front of the playground gate. This had damaged the safety surfacing under the gate and the No Dogs sign.

**RESOLVED:** (10 in favour, 1 against) that the Clerk will order another No Dogs sign from Sign & Design and report the issue to the Police, proposed the Chairman, seconded Councillor Smales.

**Councillor Smales** – reported that a resident had tripped and fallen on some broken pavement outside the butchers on High Street. Ward Councillor Matthews will take up this issue.

**Councillor Smales** – had attended an event at Sewerby Hall on 12<sup>th</sup> October as an RSPB Volunteer when a gentleman had come up to him and introduced himself as a member of Sustrans – he had stated he would contact the Parish Council with a view to continuing the project of a cycle track through Danes Dyke and Water Lane. The Parish Council registered concern.

#### **247/11 Chairman's Report:**

The Chairman had nothing to report.

#### **248/11 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) 11/04475/TCA** – Notification to carry out works to trees in the Conservation Area, at St Oswald's Church, Flamborough.

**RESOLVED:** That the Parish Council has no objections to the proposed work.

- (2) **11/04454** – Erection of a second 11kw Gaia wind turbine on an 18m tower (resubmission of 11/03126)  
At Mill Field House, Buckton Barn, Scarborough Road, Bridlington, East Yorkshire  
For Mr D Shipley  
Application Type: Full Planning Permission

Councillor Smales declared a prejudicial interest in this item (son-in-law works for a turbine company), left the meeting for the duration of this application, did not take part in discussion and did not vote.

**RESOLVED** (All in favour) that the Council has no observations to make on this application, proposed the Chairman, seconded Councillor Grainger.

- (3) **11/05113/TCA** – Notification to carry out works to trees in the Conservation Area, Langdales, Woodcock Road, Flamborough

Councillor Smales declared a prejudicial interest in this item (neighbour), remained out of the meeting for the duration of this item, did not take part in discussion and did not vote.

**RESOLVED:** (All in favour) that the Council has no objections to the proposed work, proposed Councillor Mrs Sexton, seconded Councillor Mrs Taylor.

Councillor Smales returned and resumed the meeting.

#### **Planning Applications Refused by ERYC**

- (1) **11/03541** – Continued use of industrial unit as DIY centre for temporary period at Flamborough Rural Workshops, Bempton Lane, Flamborough
- (2) **11/03569** – Erection of a semi-detached dwelling adjoining 32 Stottlebink and widening of vehicular access following demolition of existing detached garage at land west of 32 Stottlebink, Flamborough

The Council noted concern that this application had once again been refused.

#### **Planning Applications Granted by ERYC**

- (1) **11/04078** – Erection of two storey extension, first floor extension and canopy to front, construction of dormer extension and erection of single storey extension following demolition of existing conservatory to rear and erection of workshop/tool shed at Norric, South Sea Road, Flamborough.
- (2) **11/03465** – Erection of a dwelling at land west of Highlands, Mereside, Flamborough.
- (3) **11/04637/TCA** – Notification to carry out works to trees in a Conservation Area at Hawthorne Cottage, West Street – it was noted that the Parish Council had not received this application.

#### **Planning Applications Withdrawn**

- (1) **11/03259** – Erection of a 12.1kw wind turbine (hub height 15 m, total height to blade tip 19.4m) at Marton Manor, Flamborough Road, Sewerby

#### **Planning Application – Appeals**

- (1) **11/02807** – Change of use of dwelling to form 2 no. apartments at Sunnyside, North Marine Road, Flamborough. ERYC refused planning permission and the applicant has taken it to appeal at the Planning Inspectorate. The Parish Council did not raise any objections.

**249/11 To note/deal with correspondence as listed below:**

27-Oct-11	ERYC, Bridlington & Driffield Local Action Team meeting, Wednesday 9 <sup>th</sup> November, Flamborough Village Hall, 9.30 am to 12 noon – agenda and notes of previous meeting.
24-Oct-11	ERYC, notice of Standards Committee meetings, 9 <sup>th</sup> November 2011.
20-Oct-11	Humber & Wolds Rural Community Council – invitation for Parish Council to attend a Fuel Poverty Conference, Driffield Rugby Club, 2 <sup>nd</sup> December, 10 am to 1 pm including buffet lunch.
20-Oct-11	Humber & Wolds Rural Community Council – invitation for Parish Council to attend an information event regarding internet broadband provision in rural communities, Kilham Village Hall, Tuesday 22 <sup>nd</sup> November, 7 pm to 9 pm.
11-Oct-11	ERYC, Parish Precept 2012/2013 request <ul style="list-style-type: none"> <li>• A budget meeting was set for Monday 21<sup>st</sup> November 2011.</li> </ul>
Oct-11	ERNLLCA Newsletter (enclosed)
Oct-11	ERYC, Parish News Flamborough Head Management Plan Newsletter, Humber Playing Fields Newsletter, ERVAS Newsletter, Advertising Material

**250/11 Accounts****(a) To approve payment of accounts to 31<sup>st</sup> October 2011:****Received**

£13.65	Toilets Donations Box
£1,995.00	Allotment Rent
£1,905.96	VAT Refund from 1/4/11-30/9/11

**Accounts Paid**

Chq 2060	£648.00 inc VAT, Wicksteed Leisure, repair of wetpour damage at playground
Chq 2061	£296.40 inc VAT, MR & KM Couzens, grounds maintenance (cut x 13)

Chq No	Creditor	Net Due	VAT	Total
2062	MR & KM Couzens, Grounds Maintenance (Cut 14)	247.00	49.40	296.40
2063	MR & KM Couzens, tree and bush work	200.00	40.00	240.00
2064	AB Grainger, repairs to Youth Shelter	60.00		60.00
2065	AB Grainger, allotments, clearance of plot 71	272.00		272.00
2066	Npower, electric, streetlighting 1/7/11-30/9/11	1,495.00	299.01	1,794.01
2067	Stuart, Smith & Burnett, purchase Charlie's Gardens	1,800.00		1,800.00
2068-70	T Benson (Toilet Cleaning, Oct)	1,234.75		1,234.75
2071	Clerk Expenses (Oct)			
	Telephone	8.00		8.00
	Broadband Connection	7.50		7.50
	Expenses towards working from home	12.00		12.00
	Postage	3.00		3.00
	Stationery	0.00		0.00
	Photocopying paper	6.00		6.00
	Car Allowance	20.00		20.00
	Deliveries	2.00		2.00
2072	Shaw & Sons, toilets washroom cleaner	48.91	9.78	58.69
2073	ERYC, Street lighting maintenance - July-Sept	143.22	28.64	171.86
2074	Npower, electric, toilets Aug-Oct	65.90	3.30	69.20
2075	Royal British Legion, poppy wreath, Remembrance Day	17.00		17.00
2076	Mrs E Woodhouse, Dell, inkjets	61.64	12.33	73.97
	<b>Totals</b>	<b>5,703.92</b>	<b>442.46</b>	<b>6,146.38</b>

## Further Accounts for Payment:

Chq 2077	£162.00 inc VAT,	J Crossland, emergency work to swings in July.
Chq 2078	£96.00 inc VAT,	J Crossland, repairs to seat, South Landing
Chq 2079	£20.00,	V Crossland, two bars/engraving, Chairman's Badge Office
Chq 2080	£48.24,	A Grainger, supply of posts to mark out allotments.

Councillors P Couzens and A Grainger declared personal interest as they had accounts in for payment

**RESOLVED:** (All in favour) to payment accounts and extra accounts as submitted, proposed Councillor Smales, seconded Councillor Mrs Johnson.

**(b) To note Budget Monitor/Bank Reconciliation to end of October:**

The Council noted the budget and bank reconciliation.

**251/11 To consider traffic movement on North Marine Road – Councillor Mrs M Sexton (deferred):**

Councillor Mrs Sexton requested that this was again deferred.

**252/11 To receive the awaited ERYC Consultant's report into the proposed boundary changes of the Conservation Area and to comment on the review (see enclosed documents):**

The Council noted that the Consultant's report had recommended the boundaries of the Conservation Area be revised as the Parish Council had requested and that the report had acknowledged the historic development of the village in that area and the importance of the approach into the village. The report and any consultation response would go to ERYC Cabinet for the final decision.

**RESOLVED:** (All in favour) to fully endorse the findings of the report and recommend approval of the report and revised boundaries as proposed, proposed the Chairman, seconded Councillor Smales.

**253/11 (a) To note the consultation meetings for the LDF Core Strategy Further Consultation and that Councillors Woodhouse and Smales will attend the Bridlington event (enclosed):**

Councillors Woodhouse and Smales will attend the consultation meeting tomorrow evening.

**(b) To consider a response to the LDF Core Strategy Further Consultation (enclosed):**

The Parish Council's response to the consultation will be deferred to the next meeting for further information to be considered following the consultation meeting.

**254/11 To review the Village Taskforce Initiative and complete the satisfaction survey (enclosed):**

The Council considered that Councillor Mrs Johnson should complete the survey and was happy to tick the "yes" boxes (for the Taskforce Schedule, not the General Maintenance Schedule).

**255/11 To consider applying for the ERYC Severe Weather Grant this year (enclosed):**

The Clerk reported that ERYC will be launching a Community Fund of up to £3,000 per Parish Council after Christmas and that work to Charlie's Gardens could be funded through it. ERYC had brought forward part of the fund so that Parishes could apply for Severe Weather Funding again this year. The total for the Severe Weather and Community Fund would be £3,000.

The Clerk had received information from ERYC with regard to the Severe Weather fund that the Parish Council did not necessarily need to have a Severe Weather Plan or Emergency Plan but ERYC would need to know basic questions such as what the fund would be for, who would trigger work, who would undertake work, where grit, etc, would be stored, which areas would be cleared, insurance, risk assessments and a record of work undertaken.

**RESOLVED:** (6 in favour, 3 against, 1 abstention) to apply for funding. The Council will consider the amount and what it would be used for at the budget meeting on 21<sup>st</sup> November. Proposed Councillor Sellick, seconded Councillor Mrs Johnson.

**256/11 To consider that the Internal Audit fee will be increased this year to £165 plus mileage:**

**RESOLVED:** (All in favour) to agree the increase in Internal Audit fee of £165 plus mileage, proposed Councillor Smales, seconded Councillor Mrs Taylor.

**257/11 To consider the Footway Lighting Maintenance Contract 2012-2015, contract and tender documents, advertisement of contract and return of tenders (documents enclosed):**

The Council discussed the contract and tender documents.

**RESOLVED:** (9 in favour, 1 against) to accept the contract and tender documents and advertise the new contract in a box in the Free Press and send to ERYC, Maltby's and LS Lighting and ask for return of prices by 6<sup>th</sup> February, proposed Councillor Mrs Sexton, seconded Councillor Smales.

**258/11 Christmas Lighting:**

**(a) To review arrangements for festoon lighting and erecting Christmas Tree/Nativity:**

Arrangements for switch on/off, and erecting the Tree and Nativity were in place. The Council did not think it was necessary to fence off the Tree and Nativity with temporary fencing as Camerons Gardens was not particularly used during the winter period and all wires run underground.

**(b) To review the Risk Schedule with regard to Christmas Lighting (enclosed):**

The Council reviewed the risk schedule with regard to Christmas Lighting.

**259/11 To consider taking part in the Queen's Diamond Jubilee Beacons (enclosed):**

The Clerk will ask ERYC whether they are lighting the beacon at the Lighthouse as they did for the Golden Jubilee.

**260/11 Playground:**

**(a) To consider that the matting under the gate is desperately, urgently in need of replacing and to make a decision at this meeting on how to replace it – approx £900 for wetpour/ playsafe mat/rubber mulch, or possibly flag it, concrete it, rubber tiles, plastic matting (Cllr Couzens to check with camp):**

Councillor Smales and Councillor Grainger will tidy up the mat area as it has been burnt from an arson attack when two wheelie bins were set on fire.

The Clerk will ask for prices on the Notice Board and Free Press for work to concrete the area under the gate and also the area of the base of the bus shelter at Tower Street and prices to be returned by 21<sup>st</sup> November.

**(b) To note that a swing was removed as it had been damaged and to consider repair/replacement – one chain had been removed from the top shackles:**

The Clerk will order 5 x D shackles and pins and Councillor Woodhouse will put it back.

**261/11 To consider the Parish Council's Development Plan – Councillor R Sellick:**

Councillor Sellick had written a plan which he circulated to the meeting. This will be fitted into the budget setting meeting to give Councillors the chance to look at it.

**262/11 To consider the Personnel Committee (Terms of Reference enclosed) and working processes – Councillor R Sellick:**

Councillor Sellick recommended that the Personnel Committee should have and apply an appraisal policy by law and provided appraisal documents and a policy for the meeting. This will be considered at the next meeting when Councillors have had a chance to look at them. The Clerk will gain advice from ERNLLCA.

**263/11 Allotments:**

- (a) **To report on the Clerk’s monthly site visit and consider action re management:**  
Councillors Smales and Grainger and the Clerk had visited the site today and had noted that tyres had been removed from plot 50A, the state of vacant plots and had cleared some items from plots, the compost bin on plot 75 needed moving away from the access to the front hedge and had started measuring vacant plots. They will return on Wednesday to continue this. The Clerk was also doing a survey of each plot to see exactly what sheds, etc, were in place and whether tenants had permission.
- (b) **To consider the Rent Collection Report (29<sup>th</sup> October) and issues raised (enclosed):**
- Councillor Mrs Johnson had undertaken Rent Collection with the Clerk. Currently a total of £2055 had been received. Two tenants had not paid and they will receive Letter 1s. There are seven and a half plots vacant.
  - The tenant of plot 16 who had moved address without informing the Council was found within the two hours rent collection period and updated her address.
  - The tenant of plot 47 wished to remind the Council that it had promised to provide posts to stop vehicles from driving on her plot – this was done by Councillor Grainger whilst on site.
  - The tenant of the piggeries reported concern that a bonfire keeps being lit next to his sheds which contain livestock and it is dangerously close. This is the plot where the tenant does not know who is dumping rubbish on his plot and setting fire to it. No-one has come forward with any information and the tenant of the piggeries had been informed of this.
  - The Chairman of the Association wished the Council to place another sign at the gate stating “tenants only, trespassers will be prosecuted” as the other one is now not visible through the gates. He also wished to have an opening and closing time for the gates. The Council reviewed this and felt another sign was not required at this time.
- (c) **To consider required clearing of plots as a result of terminations and enclosed report regarding sheds:**
- The outgoing tenant of plot 74 will be sent another letter requesting them to remove the shed otherwise the Council will remove it and invoice them – the tenant had placed the shed on the plot without permission
  - The tenant of plot 32 was let the plot with a shed already in place and had given notice to terminate the tenancy prior to the Council’s decision to invoice outgoing tenants for clearing plots. ERNLLCA had recommended that the Council should clear this particular shed. The Council will let the plot with the shed in place but the new tenant will undertake to remove it at the end of that tenancy.
  - The Clerk will finish undertaking a review of sheds and permissions.
- (c) **To let vacant plots:**  
The Clerk will let vacant plots.
- (d) **To consider granting permission for sheds, greenhouses, etc:**  
The Council granted permission for a greenhouse/poly tunnel on plot 76B.

Signed as a true and correct record ..... *I. Woodhouse* ..... Date ...5<sup>th</sup> December 2011...  
Councillor I Woodhouse, Chairman, Flamborough Parish Council