

## FLAMBOROUGH PARISH COUNCIL

### MINUTES OF A MEETING OF THE PARISH COUNCIL ON MONDAY 29<sup>TH</sup> JULY 2019

At 7.30 PM, METHODIST CHAPEL, CHAPEL STREET, FLAMBOROUGH

**Present:** Councillors J Crossland (in the Chair), A Hanson, F Holt, V Leppington, D Major, M Sexton, C Taylor and T Traves  
Libby Woodhouse, Temporary Clerk, recorded the Minutes  
Victoria Exon, Acting RFO  
Ruth Lilley, incoming Clerk  
Four members of the public

#### **87/19 To receive apologies for absence:**

Councillor Sarah Crossland (Vice Chairman) had attended the WI Art Exhibition on behalf of the Chairman.

#### **88/19 To introduce new Clerk, Ruth Lilley, who will be commencing work with the Parish Council on 1<sup>st</sup> August 2019:**

The Chairman welcomed Ruth Lilley who will join the Parish Council as Clerk/RFO on 1<sup>st</sup> August 2019.

#### **89/19 Code of Conduct:**

(a) **To record Declarations of Pecuniary/non-Pecuniary Interests by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared:**

There were no declarations of interest.

(b) **To note dispensations given to any member of the Council in respect of agenda items below:**

There were no dispensations

#### **90/19 Public Participation Session (15 minutes):**

- A resident – requested that new Ward Councillor Mike Heslop-Mullens remove his election notices and posters from lamp posts and other places throughout the village. The Temporary Clerk will email and ask him to remove them.
- A resident – spoke on planning application 19/02036 – at land west of Hartendale Farmhouse. He wished the Council to object to the application due to the problems of drainage in the area being the lowest part of the village which has been evident in recent history. Further surface run off would cause more drainage issues. There was a large increase in the footprint of the dwelling.

The Chairman altered the order of the agenda to deal with the planning application at this point.

#### **91/19 To consider Planning Applications as listed below:**

(a) **19/02036/PLF –** Erection of a dwelling (plot 1) (amendment to previously approved planning application 19/00073/REM)

At land west of Hartendale Farm House, West Street, Flamborough

For Danum Developments Ltd

Application Type Full Planning Permission

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/19/02036/PLF>

**Resolved:** That the Parish Council objects to this planning application and recommends refusal. At the lowest point of the village the area is subject to flooding and this has been evident in recent history. Extending the footprint of the dwelling would cause more surface water drainage and more flooding issues. There will be parking issues as the garage area would be reduced and a car would not be able to fit so the garage would no longer be used as a garage. The site is overdeveloped and the size of the bungalow is too big for the plot.

**92/19 To approve Minutes of Parish Council Meetings of:**

**(a) 1<sup>st</sup> July 2019 (attached)**

**Resolved:** That the Minutes of the Parish Council Meeting of 1<sup>st</sup> July 2019 are approved and signed as a true and correct record.

**(b) 1<sup>st</sup> July 2019 Personnel Committee (attached)**

**Resolved:** That the Minutes of the Personnel Committee of 1<sup>st</sup> July 2019 are approved and signed as a true and correct record.

**(c) 12<sup>th</sup> July 2019 Personnel Committee (attached)**

**Resolved:** That the Minutes of the Personnel Committee of 12<sup>th</sup> July 2019 are approved and signed as a true and correct record.

**93/19 To receive the Clerk's Report and Report from RFO (attached):**

**Clerk's Report**

Annual Governance Return

This was completed and sent on 4<sup>th</sup> July 2019 and a receipt email was received from Littlejohn's on 12<sup>th</sup> July 2019. Documents were published on the website and notice board as required. The public inspection period is from 3<sup>rd</sup> July 2019 to 13<sup>th</sup> August 2019.

Small Works Contract Update

- 11/7/19 - The Contractor informed that repairs to the toilets had been reported to him by the Toilet Cleaner. A toilet seat was broken and one toilet was not working. He will undertake the work.
- 15/7/19 – The Grounds Maintenance Contractor reported the playground gate was broken. The Small Works Contractor will look at this and report back or fix it. The Small Works Contractor has supplied information just prior to the meeting that the gate closer mechanism would cost £468 in parts alone which would take the job over the £500 limit for his work.

**Resolved:** The Clerk will order the gate closer mechanism for fitting as soon as possible so the play area remains safe for users during the summer holidays.

Allotments

The Temporary Clerk had not had time to undertake a site visit or let plots – there are three people on the list to allocate plots to. This will be passed to the new Clerk. Allotment rents to be on a pro-rata basis.

Insurance

- This has been checked and is in place for volunteers – volunteers are covered for public liability insurance and accident insurance. The insurance company required a risk assessment to be done for the volunteer watering the planters at Fishermans Gardens which has been done and a copy supplied to the Chairman and to the volunteer.
- Councillors are covered by Fidelity Guarantee Insurance as standard

Bus Service to North Landing (resident's query at a recent meeting)

A follow up email has been sent to the Parish Council's original query but no response had yet been received.

#### Defibrillator

Cllr Major had sourced the phone number of the person who checks and maintains the Victoria Club defibrillator. This is passed to the new Clerk to deal with. Cllr Major will check on a weekly basis that the green light is on – if not it needs reporting to sort out.

#### Playground Inspection

The Temporary Clerk reported that there is no evidence of any record of weekly playground checks being undertaken by the previous Council. This was an item identified as a risk by the Internal Auditor as no evidence could be provided to him. The annual inspection was carried out in April. The Temporary Clerk had made a book up of inspection check sheets which were given to Cllr Major to complete on a weekly basis when he does the inspections. There is also a defibrillator check sheet to complete. Cllr Major will bring the book to Parish Council meetings for the Clerk to check.

Allotment and toilets inspections should also be undertaken, documented and submitted to the Internal Auditor next year. Whilst allotment inspections had been carried out by the previous Council, there was no evidence of any toilets inspections being undertaken.

#### Being a Good Councillor Training – ERNLLCA

This is being provided on 12<sup>th</sup> September from 9 am to 4 pm at Bishop Burton College at a cost of £90 per person. Councillors will let the Clerk know as soon as possible if they wish to attend.

#### Handover period

Due to past issues, the Council agreed that Libby Woodhouse and Victoria Exon would be available to help the new Clerk settle in to the role for as long as needed. Financial mentoring would be provided.

### **Acting RFO Report**

#### Banking Provision

At the last meeting the council asked if it could have an additional signatory for the council's bank accounts, this would take the total number of signatories to four. Unfortunately with the Barclays Community Account the maximum number of signatories is three. Therefore, it would be necessary to either seek a different type of account with Barclays which has more options (but may have a monthly fee) or look at alternatives at other banks to see if a satisfactory solution can be reached. I have received confirmation from Barclays that the new mandate has now been implemented, but one downside to this is that we have now lost access to online banking as it was set up in Gill's name.

When filling in the new Barclays mandate it stated that account requiring more than one signature could not have online banking facilities, which is a drawback in the 21<sup>st</sup> century. However, on speaking to them today they have said that they will set me up for online banking and I should get a pack soon. All of this will, of course, need to be transferred to the New Permanent Clerk in future.

The council's savings account is currently with Nationwide Building Society, the nearest branch is in Scarborough, which makes undertaking banking duties more time consuming should a trip to Scarborough be need to deal with something.

Taking all this into consideration, I would like to ask the Council to have a think about its current banking provisions to establish if they are delivering what the council wants. If you decide the answer is 'no' then investigations into available options can be explored.

#### Budget Monitoring Report and Bank Reconciliations

With online banking facilities it is possible to get the most up to date information at short notice so it meant that I was able to produce very up to date Budget Monitoring reports and

Bank Reconciliations for the last meeting. Rather frustratingly I have not been able to do that this month as I can only wait for the paper statements to come through the post to ensure that I am providing you with the most up to date accurate information. As soon as I receive these I will produce the relevant reports

#### Haven Power

As mentioned at the last meeting, Haven are in the process of changing the account from fixed monthly direct debit to a whole bill direct debit. Once done I will submit meter readings and hopefully this should generate a refund to the council, as they are currently taking £84.00 per month for the Kiosk which is not being utilised at present.

#### EE

I have finally gained access to the EE account today, so I can print recent invoices. Once done I will then be able to submit the **first quarter VAT return**.

#### Pensions Issue

I think we are getting there! Following a lengthy conversation with NEST I believe the matter is resolved without the need for any payment from the council. I have submitted details of this to the Pensions Regulator who will hopefully confirm that the matter is resolved from their point of view also.

### **94/19 Questions/Reports from Councillors and Committee Representatives:**

**Councillors Leppington and Taylor** – reported that the litter bins throughout the village had been overflowing at the weekend which was dreadful for holiday makers and residents. The Temporary Clerk will email ERYC to ask them to review their rota for bin collections.

**Councillor Taylor** – Allotment Representative Arthur Hall had contacted her as the allotment grass needs cutting again. The Temporary Clerk will organise this.

**Councillor Leppington** – Councillor Leppington produced a map of the problems at the junction of West Street and Bridlington Road and how to overcome them by means of a one way system. The Clerk will organise a site with a Highways Officer to see if this would be feasible.

**Chairman** – reported that the traffic sign on North Marine Road was flashing continually. This will be reported to Highways.

### **95/19 To note and consider Correspondence:**

- Humberside Police – Bridlington area Update for June 2019
- ERYC – Standards Committee notification of a complaint against Councillor John Crossland – decision of Assessment Sub-Committee is no action should be taken.
- ERYC – notification of Footway Lighting Maintenance Service Level Agreement increase in charges of 2% for Level 1 and 1.5% for Level 2.
- ERYC – Licensing requirements for giving goldfish away as prizes at fairs.
- ERYC – National Highways and Public Transport Survey – sent to Chairman to complete
- ERYC – Planning Liaison Meetings – reports from recent meetings, notes and updates.
- Resident – query regarding blocking Garends Road (Donkey Lane) from pedestrian access.

The correspondence was noted. The Clerk will ask the ERYC Rights of Way officer regarding Garends.

### **96/19 To consider Planning Applications as listed below:**

**(b) 19/02240/PLF** – Conversion of ground floor shop to residential to form a dwelling with associated alterations including construction of balcony and dormer window to rear (retrospective)

At building east of 5 Post Office Street, Flamborough

For Mr Chris Warren

Application Type Full Planning Permission

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/19/02240/PLF>

**Resolved:** That the Council has no objections to this application.

**To note Planning Applications Granted Permission by ERYC:**

(a) **19/01486/PLF** – Erection of an extension to existing caravan park reception building to extend existing maintenance implements store, Lighthouse Holiday Park, Lighthouse Road, Flamborough

**97/19 Accounts:**

(a) **To approve schedule of accounts for payment for June (attached)**

**Resolved:** the schedule of accounts for payment was approved.

INV DATE	SUPPLIER	DESCRIPTION	PAYMENT			TOTAL
			REF	NET	VAT	
12/07/2019	MR & KM Couzens Victoria Exon	Grass Cut No 7	Chq 103009	£262.00	£52.40	£314.40
30/06/2019	Bookkeeping Devil Printers (c/o E Woodhouse)	Temporary RFO Cover - June Cheque Voided - payee name changed	Chq 103010 Chq 103011	£255.00 £0.00		£255.00 £0.00
31/07/2019	Staff Salaries	July Salaries	Chq 103012	£264.14		£264.14
31/07/2019	HMRC	PAYE & NIC Month 4	Chq 103013	£65.80		£65.80
30/06/2019	Mrs E Woodhouse	Temporary Clerk Cover - June	Chq 103014	£452.91		£452.91
10/07/2019	Devil Printers Ltd	Toner cartridge for printer	Chq 103015	£69.01	£13.80	£82.81
26/07/2019	AB Grainger	Work at the village toilets	Chq 103016	£45.00		£45.00
				<b>£1,413.86</b>	<b>£66.20</b>	<b>£1,480.06</b>

(b) **To note there is no bank reconciliation or budget monitor due to bank mandate changes**

Noted and dealt with in the report from the Acting RFO

**98/19 To receive and consider a report from the Acting RFO on the Pensions situation:**

This had been dealt with within the earlier Acting RFO report.

**99/19 To approve re-arranging October's meeting from 7<sup>th</sup> to 14<sup>th</sup> October due to annual leave:**

**Resolved:** to re-arrange October's meeting to 14<sup>th</sup> October 2019.

**100/19 To report on the Allotments:**

There was nothing to report. New Clerk, Ruth, will undertake a site visit with Cllr Taylor as soon as possible.

Meeting closed at 9 pm

Signed ..... Date .....  
Chairman, Flamborough Parish Council