



**FLAMBOROUGH PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
7th DECEMBER 2015, 7.30 PM, WI HALL, FLAMBOROUGH**

Present: Councillors J Crossland (in the Chair), P. Couzens, A Grainger, V Leppington, Mrs M Sexton, R Sellick and Ward Councillor Matthews
Clerk, Lynne Dennis, recorded the minutes

140/15 To receive apologies for absence:

Apologies were received from Councillor D Morton and Mrs C Taylor.

141/15 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:**

Any declarations of interest made by Councillors are recorded at the appropriate Minute.

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

None

142/15 Public Participation Session (15 minutes):

No members of the public were present.

143/15 To approve Minutes of Parish Council Meeting of 2nd November 2015:

RESOLVED: (All in favour) that all Minutes of these meetings be approved and signed as a true and correct record.

144/15 To receive the Clerk's Report and Action Log:

- **St Oswald's Church** – Letter of thanks received for the donation made by the Parish Council.
- **Village Taskforce Update** – A schedule of issues outside the remit of the taskforce were presented. These include addressing potholes and general deterioration of carriageways on North Landing and Stylefield/Constable Road.
- **Planning Applications** – Following ERYC's decision to move to an electronic planning consultation process with paper plans ceasing to be sent in June 2016, ERYC bid for a Local Grant Fund to assist parish council's in the changeover. This fund was used to purchase a number of projectors to assist in displaying plans at parish meetings and were made available on a first come first served basis and I am happy to report that Flamborough parish Council was successful in obtaining a projector at no cost to the council.

- **Citizens Link Kiosk** – Terms have now been formally approved for the lease and we are just awaiting the legal documentation to be sent out.
- **Allison Lane** – all legal documentation has now been completed and signed on behalf of the council. We are now just awaiting the council’s copies and payment for the land from our solicitors.
- **101 Non-Emergency Police Telephone Number** – it was proposed to follow up the FoI request in September to establish whether any improvements had been made to the service. The Office of the Police and Crime Commissioner supplied the following information:

“Significant changes to the call handling process in the Hub and associated staffing issues did result in difficulties in answering 101 calls at peak times. Action was taken by the Force to implement process improvements and ensure that resilience was increased. 60 new staff were recruited and are undergoing intensive training.

The figures for the answering of 101 calls are steadily improving due to method changes combined with ongoing recruitment of permanent staff (by the end of the year), use of temporary and light duties staff and flexibility from existing staff.

In August 2015, the Force received 2,570 more calls than in August 2014, with 15.7% more 999 calls and 12.2% more 101 calls and achieved better call handling performance than August 2014.

West Midlands Police have conducted a peer review of processes in the Hub and an external independent review is also underway.”

Call figures for September and October 2015 were presented.

- **Festive Lighting** – The Festive Lighting Permit has been received from ERYC with the checks scheduled for 5th December. The tree was delivered on 2 December to Seaways Farm.
- **Flamborough Fire Festival** –

Details of roads to be closed

A Full Closures between 0700 hours and midnight New Years Eve Thursday 31st December 2015

- 1 Chapel Street between the junctions with Beech Avenue and Carter Lane
- 2 High Street the whole extent

B Full Closures between 0700 hours on New Years Eve Thursday 31st December 2015 until 0100 hours on New Years Day Friday the 1st January 2016

- 1 South Sea Road between the junctions with High Street and the southern junction with Mereside

- | | | |
|---|-------------|--|
| 2 | Mereside | between the junctions with High Street and Ogle Road |
| 3 | Greenside | the whole extent |
| 4 | School Lane | the whole extent |

C Rolling road closures between 1100 hours and midnight New Years Eve Thursday the 31 December 2015

- | | | |
|---|---------------------|------------------|
| 1 | Dog and Duck Square | the whole extent |
| 2 | Post Office Street | the whole extent |

- **Clerk's hours** – 64 hours worked in November.

145/15 To receive the Ward Councillors report:

- Commented on the move by ERYC to reduce the amount of paper produced and distributed including the removal of paper planning documents. iPads are currently being trialled with councillors within council meetings to reduce the burden of printing for agendas and supporting papers.
- Commented on the variance of parish council precepts within the East Riding, Band D properties range from £3.22 to £166.41.
- Noted that budget workshops had taken place with representation from parish councils, community group members and residents of the East Riding to determine spending priorities. Repairs and highway maintenance and working to reduce the risk of flooding to residents and businesses were identified as the highest priority for spending with removing council tax discount for properties undergoing major repair and moving the collection of green bins to 3 weekly rotas as areas where savings could be met. ERYC was also looking at reducing spending on council buildings, for example moving Tourist Information Centres into existing council properties such as the Bridlington Spa to reduce rental and maintenance costs.
- Councillor Crossland queried the impact of the second home council tax. Councillor Matthews explained that the settlement details would not be received from government until just before Christmas, with budgets being agreed by February, therefore it would not be known until this time how the spending priorities would be implemented.
- Councillor Grainger queried the cleaning of the school drain which had been due to be undertaken for a number of years. Councillor Matthews commented that he thought it unlikely that this would happen due to the need for efficiency savings to be made.
- Noted that although not directly within the parish, efforts were being made to address the issue of flooding on Sheeprake Lane which affects traffic travelling into the village.

146/15 Questions/Reports from Councillors and Committee Representatives:

None.

147/15 Chairman's Report:

Pre-School – Councillor Crossland had met with Bernie Clark (ERYC Play & Early Years Project Officer) to hold a preliminary discussion regarding the proposed fencing requested by Flamborough Pre-School. Further investigation will be conducted to determine whether a case can be made to permit the fencing.

Remembrance Sunday – The Chairman laid the wreath on behalf of the council. He noted that the children representing the local primary school were a credit to the school and that he had communicated this to Head Teacher.

Village Green Fence – noted that sections are showing signs of wear and tear and that consideration should be given to replace them.

Christmas Tree – gave thanks to Councillors Couzens and Grainger for putting up the tree and decorations.

148/15 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) **15/03431/OUT** – Outline: Erection of a detached dwelling (access to be considered)
Land West of Weissdorm, 1 Lighthouse Road, Flamborough
For Mrs Catherine Pashley
Outline Planning Permission

RESOLVED: (All in favour) that the Parish Council raised an objection on the grounds of access to the site and overdevelopment due to the size of the site being too small to accommodate the proposed building.

- (2) **15/03423/REM** – Erection of 6 dwellings following outline permission 15/00013/OUT (Access, Appearance, Landscaping, Layout and Scale to be considered)
Land East of 1 Crofts Hill, Bridlington Road, Flamborough
For Flintcross Limited
Approval of Reserved Matters

RESOLVED: (All in favour) that the Parish Council had no objection to the application but raised concerns over the proposed shared access to the development.

- (3) **15/03628/PLF** – Construction of an adventure trail consisting of two 1200mm pathways; one to be used by pedestrians with eight outdoor points and the other to be used by Segways
Thornwick and Sea Farm Holiday Centre, North Marine Road, Flamborough
For Mr Paul Andrews – Borne Leisure
Full Planning Permission

RESOLVED: (All in favour) that the Parish Council had no objection to the application.

149/15 To note/deal with correspondence as listed below:

- Nov 15 East Riding Parish News – emailed 11/11/15
Nov 15 ERYC Budget Priorities Consultation – emailed 11/11/15

Nov 15 ERYC 3 Yearly Review of Winter Services – emailed 20/11/15
 Nov 15 ERNLLCA Newsletter – emailed 30/11/15

150/15 Accounts:

- (a) To approve payment of accounts to 30th November 2015:
- (b) To note the budget monitor report:
- (c) To note the bank reconciliation:

Accounts for Payment

Received

Allotment Rent £1740.00
 Toilet Donations: £ 7.33
 VAT Refund: £ 488.96

Total: £2236.29

Schedule of Accounts for Payment 30th November 2015

Chq No	Creditor	Net Due	VAT	Total
		£	£	£
2625	Professional Washroom Services: Sanitary Bin Service	140.00	28.00	168.00
2626	Royal British Legion: Remembrance Day Wreath	17.00	-	17.00
2627	Miss L Dennis, Clerk (Nov)	876.33	-	876.33
2628	Mr G Liddan, Toilet Cleaning (Nov)	233.94	-	233.94
2629	HMRC Tax/NI (Nov)	125.77	-	125.77
2630	Clerk expenses (Nov) – telephone £8, broadband £7.50, working from home expenses £12, car allowance £20; stationery £5.99	53.49	-	53.49
2631	Flamborough Village Hall: Hall Hire (Allotments)	18.00	-	18.00
2632	NALC: Local Councils Awards Registration Fee	25.00	5.00	30.00
2633	ERYC: Pole Bracket 46 Replacement	403.66	80.73	484.39
2634	ERYC: Street Lighting Half Yearly Repairs	285.00	57.00	342.00
2635	Wicksteed Playgrounds: Wet Pour Repair	1260.00	252.00	1512.00
2637	ERNLLCA: Being a Good Councillor Training Sessions	45.00	9.00	54.00
2638	Yorkshire Water: Allotments	25.85	-	25.85
2639	Viking: Stationery (stamps)	56.90	0.58	57.48
2640	Yorkshire Water: Toilets	88.77	-	88.77
2641	United Carlton: Copier Charges	11.21	2.24	13.45
2642	MR & KM Couzens: Grasscut 14	247.00	49.40	296.40
2643	AB Grainger: Supply & Replace Toilet Light Bulbs	36.00	-	36.00
2644	AE Smith Ltd: Allotment Hedge Cut	45.00	9.00	54.00
	Totals	3993.92	492.95	4486.87

December wages £1200 (projected)

Councillors Couzens and Grainger declared a pecuniary interest in so far as they have an account for payment, did not take part in discussion and did not vote.

RESOLVED: (All in favour) to approve the accounts for payment as presented.

151/15 To approve pension provider for the parish council in order to comply with auto enrolment workplace pension legislation:

Three options were presented for consideration, Local Government Pension Scheme; The People's Pension and National Employment Savings Trust (NEST). The council considered that the NEST scheme provided the best value for money in terms of administration costs

RESOLVED: (All in favour) to approve that the council enrol with the NEST scheme which provide the best value for money in terms of administration costs and that the council would contribute the employer minimum as stated.

152/15 To approve electrical testing of street lights to comply with the recommendations of BS7671 IEE Regulations at a cost of £11 per light:

RESOLVED: (All in favour) to approve electrical testing as stated.

153/15 To respond to East Riding of Yorkshire Council Public Spaces Protection Orders informal consultation:

Consultation was noted with no further comment submitted by the council.

154/15 To approve Society of Local Council Clerks Membership Renewal at a cost of £149:

RESOLVED: (All in favour) to renew the membership.

155/15 To approve an increase from SCP29 to SCP30 following completion of ILCA qualification:

RESOLVED: (All in favour) to approve the salary increase as stated in the Clerk's contract of employment.

156/15 To approve purchase of replacement playground cradle swing seat at a cost of £129.12+VAT:

RESOLVED: (All in favour) to purchase a replacement swing seat.

157/15 To review public toilet opening over the Christmas period with regards working arrangements:

RESOLVED: (All in favour) to open the toilets on December 26 to accommodate village events. Also to keep the toilets open during the evening of December 31 for the Flamborough Fire Festival Event.

158/15 Flamborough Fire Festival

(a) **To approve temporary removal of village green fencing to allow access to the green:**

RESOLVED: (All in favour) to approve removal of the fencing sections as requested. Councillor Couzens to remove and Councillor Crossland to reinstate.

(b) To approve a donation to the Flamborough Fire Festival staging fund:

RESOLVED: (5 in favour, 1 against) to approve a £150 donation to the 2015 Fire Festival.

159/15 To approve December newsletter:

RESOLVED: (All in favour) to approve the newsletter for publication.

160/15 Allotments:

(a) To report on the Council's site visit and approve action for management of the site:

- 4 tenants are still outstanding with 2015/2016 rent payment, these were issued with notice to pay by 30 November but had not notified the Clerk and therefore will be issued with Notice to Quit letters.
- Concern had been expressed over the welfare of chickens, tenant to be notified by letter.
- Discussion over the maintenance of the site, especially vacant plots took place. It was agreed that Arthur Hall be invited to the next meeting to put forward the views of the Allotment Society.

(b) To approve purchase of advertising space in the Bridlington Free Press for allotment notice. 10cm x 8.7cm for one week £90 +VAT, for two weeks £76 +VAT per week. Both to include inclusion of advert on Free Press website:

It was agreed to defer advertising until a decision is made regarding the maintenance of the vacant plots.

161/15 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: (All in favour) to close the meeting.

162/15 Small Works Contract:

(a) To approve amendments to the Small Works Contract (enclosed):

(b) To consider tenders received for the Small Works Maintenance Contract 2015-2018:

Councillor Grainger declared a pecuniary interest and left the meeting for the duration of this item, did not take part in discussion and did not vote.

Advice received from ERNLLCA was presented with regards the use of volunteers and the potential implications of indemnity cover and qualifications to cover the work. Concern was expressed over issuing an 'exclusive' contract to ensure efficiency savings could be made if appropriate. It was

proposed that an amended contract be issued with a clause to cover the contractor's preliminary costs with an additional clause to state that no work is guaranteed to said contractor, this would then protect the contractor and allow for volunteers to be utilized if appropriate. Tender to then be re-advertised as a result of the changes.

RESOLVED: (4 in favour, 1 abstention) to redraft the contract to cover the addition of two new clauses.

Signed as a true and correct record *J. Crossland* Date 11th January 2016
Chairman, Councillor J. Crossland