



**FLAMBOROUGH PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
5th SEPTEMBER 2016, 7.30 PM, WI HALL, FLAMBOROUGH**

Present: Councillor D Morton (in the Chair), P Couzens, J Crossland, A Grainger, V Leppington, D Morton, Mrs M Sexton and Mrs C Taylor
Libby Woodhouse recorded the minutes
2 members of the public

145/16 To receive apologies for absence:

Apologies were received from Councillor Maxwell.

146/16 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

147/16 Public Participation Session (15 minutes):

None

- 148/16 a) To approve Minutes of Ordinary Parish Meeting of 4th July 2016:**
b) To approve Minutes of Extra Ordinary Parish Meeting of 11th August 2016:

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

149/16 To receive the Clerk's Report:

- **Clerk Recruitment** – Following the Clerk's resignation on 31st July 2016, plans were put in place to recruit for a replacement as soon as possible and actions were agreed at an extra ordinary meeting on 11 August 2016. Advertisements were placed on ERNLLCA and YLCA website (local council associations for North and East Yorkshire), the parish council website and notice board, various notice boards around the village, in the Bridlington Free Press and on the Indeed job recruitment website for a period of 2 weeks. 24 enquiries were received and 11 completed application forms were returned. Shortlisting took place on 30/31 August with 6 strong candidates identified. Interviews will be held on 7/8 September 2016, with Councillors Morton, Crossland and Taylor will make up the interview panel with the outgoing clerk as an independent observer if required/available.

- **Memorial Benches** – Councillor Crossland to update on status of Mary Sunley bench and replacement bench on behalf of David Bates.
- **Citizen Link** – Non-domestic demand has been received from ERYC. The Clerk challenged this with ERYC and received the following reply:

Buildings are not exempt from business rates on the basis of community use and it was made clear during discussions and in the signed agreement that Flamborough Parish Council would be responsible for meeting the business rates liability.

Councillor Crossland to update on situation following his initial involvement in procuring the kiosk and meeting with Alan Menzies on 26 October 2015 during which terms were discussed.

Roller shutter due to be fitted on 6 or 7 September.

- **Highway Infrastructure** – A copy of correspondence from Bempton Parish Council to ERYC highlighting concerns with increased traffic access due to more tourists visiting the area and the state of the highway infrastructure to support this was received. A similar statement of concern was submitted on behalf of Flamborough Parish Council and the attached response was received. The Clerk spoke to Bempton Parish Clerk informally and discussed the possibility of Bempton and Flamborough Parish Councils working together on this project to ensure all areas of concern are highlighted in the study.
- **Village Green Fencing**
 - **(Allison Lane)** – The developer was contacted and asked to re-site the fence in accordance with the contract, this was agreed to and a date of mid-September has been given for completion.
 - **(Little Green)** – Tony Cooks Fencing erected the new section of fence on August 10/11th. No complaints have been received to date.
- **School Ditch**
The Clerk has contacted the Environment Agency for assistance in pursuing further course of action is resolving the situation. Update to follow once response has been received.
- **Road Safety** – A letter was received from a resident asking the parish council to consider possible action regarding the junction from Lighthouse Road onto Tower Street, a mirror to help visibility was suggested. This was referred to ERYC Highways and the following response was received which was communicated back to the resident:

“Further to your enquiry requesting a mirror for the junction of Lighthouse Road onto Tower Street, I regret to inform you that we are unable to provide permission or erect traffic mirrors on the highway.

A traffic mirror may help those joining a road from a junction with limited visibility, but a traffic mirror placed in the highway is legally classed as an obstruction on the highway. Such mirrors cannot be put up without permission from the [Department for Transport](#). This requires extensive site investigation application information. Permission is very rarely given. It is reserved only for the very poorest of busy junctions with a significant collision history and generally only on a temporary basis until junction improvements are made. There are two further concerns:

- The sun or lights from a vehicle may shine onto the mirror and reflect into the eyes of an approaching motorist, causing considerable confusion and possibly an accident

· A driver may rely on the mirror, even though it might become obscured, no longer be visible or may not even face in the right direction any more

The Department for Transport stance always prefers to improve visibility at junctions, rather than rely on a traffic mirror. If a mirror is installed without Department for Transport permission and a collision occurs, the installer would be liable to prosecution. With this in mind the collision records show that there has been 1 injury collision in the previous 3 year period and was attributed to an inexperienced driver. Due to the highway alignment and property boundaries we are unable to increase visibility using engineering measures at this location.”

- **Footway Improvement Works (Slurry Sealing)** – ERYC has identified Bridlington Road for improvement, works should be carried out by the end of the 2016-17 financial year.

150/16 To receive the Ward Councillors report:

None

151/16 Questions/Reports from Councillors and Committee Representatives:

Councillor Crossland

Provided updates on the following:

- Seats – he is waiting for the seats in question to be powder coated
- Citizen Link Business Rates – he re-called at the meetings with ERYC regarding the Citizen Link that the business rates would be non-collectable. The Inland Revenue in Hull deals with the rating and not ERYC. He would like the reference number so he can take it up with the HMRC.

152/16 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) **16/02455/PLF** – Erection of ground floor extension to restaurant and cellar and siting of walk-in freezer
Thornwick Bay Holiday Village, North Marine Road, Flamborough
Bourne Leisure
Full Planning Permission

RESOLVED: (All in favour) that the Council has no observations to make on this application.

Planning Applications Granted by ERYC

- (1) **16/01700/VAR** – Variation of condition 2 (opening hours) of planning approval 14/00053/PLF
The Coffee Hutch, 8 High Street, Flamborough
Mrs Diane Hutcheson
- (2) **16/01990/PLF** – Erection of single and two storey extensions to side
Beacon Hill South Sea Road, Flamborough
Mr & Mrs Green

153/16 To note/respond to correspondence as listed below:

Aug 16 ERYC East Riding Local Plan – emailed 02/08/16

154/16 Accounts:

(a) To approve payment of accounts to 31st August 2016:

(b) To note the budget monitor report:

Accounts for Payment

Received

Toilet Donations: £39.22

Total: £39.22

Schedule of Accounts for Payment 5th September 2016

Chq No	Creditor	Net Due	VAT	Total
		£	£	£
July				
2729	Miss L Dennis: Expenses (New Photocopier)	421.00	-	421.00
2730	Miss L Dennis: Clerk (Jul)	906.54	-	906.54
2731	Mr G Liddan: Toilet Cleaning (Jul)	247.13	-	247.13
2732	HMRC: Tax/NI (Jul)	146.95	-	146.95
2733	Clerk Expenses (Jul): – telephone £8, broadband £7.50, working from home expenses £12, car allowance £20,	47.50	-	47.50
D/D	NEST: Pension Contribution	8.48	-	8.48
2734	Wellers Hedleys: Pre-School Licence	300.00	60.00	360.00
2735	Npower: Street Lighting 01/04/16 – 30/06/16	1874.00	374.80	2248.80
2736	AB Grainger: Small Works Removal of Bench	12.00	-	12.00
2737	MR & KM Couzens: Grounds Maintenance Grasscut 7	247.00	49.40	296.40
2738	MR & KM Couzens: Grounds Maintenance Grasscut 8	247.00	49.40	296.40
	Totals			
		4,457.60	533.60	4,991.20
August				
2739	Miss L Dennis: Clerk (Aug)	893.20	-	893.20
2740	Mr G Liddan: Toilet Cleaning (Aug)	235.07	-	235.07
2741	HMRC: Tax/NI (Jul)	156.35	-	156.35
2742	Clerk Expenses (Jul): – telephone £8, broadband £7.50, working from home expenses £12, car allowance £20, Indeed advertising expenses £18.49	65.99	-	65.99
DD	NEST; Pension Contribution	8.48	-	8.48
2743	Npower: Toilets 26/04/16 – 26/07/16	83.41	4.17	87.58
2744	United Carlton: Copier Charges	16.21	3.24	19.45
2745	YLCA: Clerks Advert on YLCA Website	15.00	-	15.00

2746	David Morton: Reimbursement of Painting Materials for Flower Planters	20.00	-	20.00
2747	Yorkshire Water: Toilets 2 nd Quarter	100.41	-	100.41
2748	Yorkshire Water: Allotments 2 nd Quarter	220.83	-	220.83
2749	MR & KM Couzens: Grounds Maintenance Cut 9	247.00	49.40	296.40
2750	MR & KM Couzens: Grounds Maintenance Cut 10	247.00	49.40	296.40
2751	MR & KM Couzens: Grounds Maintenance Cut 11	247.00	49.40	296.40
2752	ERYC: Quarterly Streetlighting Repairs	146.10	29.22	175.32
DD	EE: Mobile Phone Bill	14.23	2.85	17.08
	Totals	2,716.28	187.68	2,903.96

September wages £250 (projected)

Councillor Couzens declared a pecuniary interest as he had accounts for payment, he took no part in discussion and did not vote.

Councillor Morton declared an interest in the reimbursement of an account.

The Chairman reported that there were two mistakes listed on the payment schedule which were the number of grass cuts given on the accounts by MR & KM Couzens. These should read cut numbers 9, 10 and 11. There were no material errors in the accounts and the financial side was correct.

RESOLVED: (All in favour) to approve the accounts.

(b) To note the budget monitor report (enclosed):

This was not discussed.

155/16 Allotments:

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

The Council received and noted the site visit report.

RESOLVED: (All in favour) that all vacant plots will be cut and sprayed (not rotivated until the spring)

A date for a full Council site visit will be discussed at the next meeting when the Council will make arrangements to undertake a site visit with the new Clerk.

(b) To let plots and approve permissions:

There were no lettings or permissions required.

156/16 Memorial Benches:

(a) To review and approve programme of memorial bench maintenance (enclosed):

The Clerk and Chairman had inspected the benches and recommended a rolling programme of maintenance which was discussed by the Council.

RESOLVED: that the Meeting is closed to allow the Council to consult with the Small Works Contractor.

The meeting was closed and re-opened.

RESOLVED: (All in favour) that seat number 12 on the Village Green will be removed with immediate effect as it was deemed to be dangerous. The base of the bin will be removed at the same time.

RESOLVED: (6 in favour, Cllr Grainger abstained from voting) that a rolling programme of maintenance will commence with the first seven benches on the list by the Small Works Contractor to a financial ceiling of £200.

(b) To approve Councillor Morton to resolve ongoing situation with benches located at North Landing with Bourne Leisure:

Councillor Crossland updated the Council with the situation with the benches at North Landing in that this was very complicated due to the emotional aspect of removing the benches. However, he had not received a reply to his query to Bourne Leisure despite putting time into this issue. Councillor Crossland wished to bow out of any further discussions with Bourne Leisure in this regard.

RESOLVED: (6 in favour, 1 abstention) that the Council contact Bourne Leisure with regard to arranging a meeting to discuss the benches.

157/16 Playground:

**(a) To approve new playground equipment (documents available to view at meeting):
3 quotes and specifications received from:**

- Creative Play
- Streetscape
- Wicksteeds

RESOLVED: (5 in favour, 2 against) to approve the full Creative Play package to include the toddler range in the sum of £10,500.00 (the original swings will be kept).

(b) To approve purchase of replacement cradle swing seat following damage sustained:

- Full replacement seat £125 + VAT + carriage, or
- Replacement crotch strap only £59.16 + VAT + carriage

RESOLVED: (All in favour) to replace one cradle swing seat with new in the sum of £125 + VAT + carriage.

158/16 To approve delegated councillors with responsibility for:

- **Flags**
- **Allotments**

The Chairman will approach those Councillors who had not attended this meeting and then bring this back to the next meeting for a decision to be made.

Councillor Couzens left the meeting at this point.

159/16 To approve the purchase of a Remembrance Day wreath £20 (resolve using powers contained in s137 Local Government Act 1972):

RESOLVED: (All in favour) that a Remembrance Day Wreath will be purchased in the sum of £20 (s137 Local Government Act 1972).

160/16 To approve parish council response to St Oswald's Church application for a temporary road closure for Remembrance Sunday on November 13th 2016 (enclosed):

RESOLVED: (All in favour) to respond that the Parish Council supports St Oswald's Church application for a temporary road closure.

161/16 To review and approve Grounds Maintenance Contract documents for 2017-2019 prior to advertisement in October 2016 (enclosed):

The Council discussed the Contract and length of term.

RESOLVED: (4 in favour, 2 against) that the Contract is approved and the length of term is three years from 2017-2019.

Signed as a true and correct record Date 3rd October 2016
Chairman, Councillor D Morton