

**FLAMBOROUGH PARISH COUNCIL
MINUTES OF MEETING OF 5 June 2017
7.30 PM, WI HALL, FLAMBOROUGH**

Present: Councillors D Morton (in the Chair), A Grainger, and V Leppington, P Couzens, M Sexton, R Sellick and C Taylor
Clerk, Gill Wilkinson recorded the minutes
Three members of the public

16/17 To receive apologies for absence:

Apologies were received from Ward Councillors Harrop, Matthews and Milne, and Councillor Couzens.

17/17 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:

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

There were no declarations of interest.

18/17 Public Participation Session

The PCSO, Liz Smith, informed the meeting that the number of anti-social incidents had reduced recently. There had however been some tyres slashed on a 4x4 and there had been some issues with youths around the back of the library where the bottle bank containers were kept. She had caught some of these youths so this situation may be resolved. There would be cover from other PCSOs when she was on holiday and there would be speed checks in the village. Councillors noted that there had been speeding on Bempton Lane. It was also noted that only the police or special constables could use the speed cameras, not the PCSOs. Liz could put in a request to Safer Roads to carry out further checks.

19/17 To approve Minutes of Parish Council Meeting of 8 May 2017 and Annual Parish Council Meeting on 8 May:

These were approved and signed by the Chairman.

20/17 Questions/Reports from Councillors and Committee Representatives:

Cllr Leppington asked how often the bottle banks at the back of the library were emptied by ERYC.

AGREED – Clerk to check and report back.

Cllr Sellick asked what action was being taken to prevent people parking near the co-op where there was poor road visibility.

AGREED –Clerk to ask ERYC to carry out a survey of parking around the Co-op to determine if double yellow lines could be provided on this road.

Cllr Sellick stated that he was concerned over the number of people walking their dogs on Charlies Gardens. He asked if Community Payback could carry out a litter pick in this area.

AGREED – Clerk to contact them to check this.

21/17 Clerk's Report:

The Clerk informed the meeting about the following issues:

Matting

There were problems with Creative Play and matting which was laid without any ground preparation on 3 May.

CP had taken the cost of fitting the mats from the final invoice but there was a dispute regarding the amount this should be. Clerk will resolve and bring invoice to July meeting

Water leak at allotments – Bill for last quarter was estimated and therefore was high due to previous water leak. This will be rectified with next bill.

Bourne Leisure The Clerk had received the following email from Bourne Leisure.

We are having a charity music festival on the 20th August 2017. We would like to use Flamborough Parish Council as one of our charity's and was wondering if you could please contact me back.

The Clerk had made contact and found out that Bourne Leisure wanted the parish council to recommend local charities that may benefit from funding.

Councillors discussed this and **AGREED** to send contact details of local groups to the Clerk.

Staffing

The toilet cleaner has had an operation and it likely to be off work between 4-6 weeks. There would be a cost for the relief cleaner during this period.

Parish Council Liaison meeting

Clerk attended this meeting on 17 May to hear about changes to planning.

Hours

Clerks Hours for May = 69.50

Hours in lieu accumulated = 46.07

22/17 Correspondence

Councillors considered the following correspondence:

NALC Battle's Over – A Nation's Tribute – This was discussed by the Council and it was **AGREED** the Clerk to contact Ward Councillor Matthews to find out what plans ERYC had to mark this event.

ADT Healthcare- This was noted by the Council.

NALC email – Plant a Tree Charter Legacy Tree - This was noted by the Council.

23/17 To consider Planning Applications as listed below.

Proposal: Erection of single storey extension following removal of existing conservatory/part demolition of garage and construction of dormer window to rear

Location: Olicana North Marine Road Flamborough East Riding Of Yorkshire YO15 1LF

Applicant: Mr and Mrs Wiggins

Application type: **Full Planning Permission**

RESOLVED that the Council has no objections to make on this applications as there did not appear to be any material considerations which were contrary to planning policy.

TO note planning applications approved by ERYC

17/00837/PLF

Proposal: Erection of two storey extension with juliet balcony to rear following demolition of existing conservatory and outbuilding, erection of single storey extension to side and extension to existing dormer window

Location: The Meadows Bempton Lane Flamborough East Riding Of Yorkshire YO15 1PS

Applicant: **Mr & Mrs Humphries**

This application was noted by the Council

24/17 To approve payment of accounts to 31 May 2017

RESOLVED Council approved the following accounts, except Cheque 2860 for Yorkshire Water as this was an estimated bill. Council **AGREED** that the Clerk to get an actual reading and ask for a new bill based on this amount. Further **AGREED** Cllr Morton and Leppington could sign cheque 2860 if this was not possible.

It was noted that Cheque 2857 for R Dixon was to replace cheque 2845 which had been raised in the name of Public Audit by mistake. It was further noted that cheque 2856 for HMRC was for an underpayment from 2016/17.

Creditor	Cheque no	Reason	Net amount	VAT	Total amount
EE T Mobile	DD	Mobile phone	8.10	1.62	9.72
G Wilkinson	2853	Clerks wages	- 930.48		930.48
G Liddan	2854	Cleaners wages	- 244.37		244.37
HMRC	2855	Income tax	- 135.99		135.99
HMRC	2856	income tax (last year payment)	- 340.49		340.49
R Dixon	2857	internal audit	- 415.00		415.00
MR and KM Couzens	2858	grass cut 5	- 262.00	-52.40	314.40
Yorkshire water	2859	water for toilets	-75.07		75.07
Yorkshire water	2860	Water for allotments	- 443.59		443.59
ERNLCA	2861	Good Councillor training course	-56.25	-11.25	67.50
Haven	DD	street lighting	-	-44.14	301.19

electric			257.05		
N Power	2862	electricity for toilets	-30.64	-1.53	32.17
N Power	2863	Christmas lights	195.63	-39.13	234.76
KM and MR Couzens	2864	Grass cuts 3 and 4	524.00	104.80	628.80
G Wilkinson	2865	Clerks expenses – postage stamps £56.00, Humber bridge tolls £3.00, keyboard and mouse £67.98, special delivery postage for audit £7.25 monthly expense allowance £47.50	170.04	-11.33	181.37
TOTAL					4354.90

Receipts
None

25/17 Allotments:

Council were informed that the clerk and Cllr Taylor visited the allotments on 26 May and found the following issues:

- 1 Plot no 1 now has geese which are not permitted under the tenancy agreement.
AGREED – Letter to be sent about this.
- 2 Plot 42 appears to be using the plot to tip rubbish.
AGREED – Letter to be sent about this.
- 3 Plot 55 appears to a trailer and rubbish around the site.
Council noted this.
- 4 Plot 59 has a dragger on this and has been tilled by another tenant on the site.
Council noted this.
- 5 The Clerk had received a letter from tenant of plot 18 explaining that the fence has been increased in height following an attack by foxes on the tenant's chickens. The Clerk recommended Council approve increase in fence height for this purpose. This was discussed at length by the Council.
RESOLVED - Fence to be reduced to 4 feet as per the tenancy agreement. If protection is needed from foxes then mesh can be erected above this height.

26/17 Village Walkabout

This report was noted by the Council.

27/17 Insurance

To review the Council insurance policy and discuss/decide on alterations.

This item was deferred as the Clerk had not received all the documents requested from the three potential suppliers.

28/17 Payments

To agree Direct Debit payment for regular invoices received by the Council.

The Clerk informed Council that it currently paid for most of its supplies/services by cheque after receiving a paper copy of the bill but it had adopted direct debit payment for its new electricity supply which was saving the Council an extra 5% compared with using cheques.

With the reduction in the use of cheques and the possibility of them being phased out in the future, ERNNLCA and other organisations recommend that Councils adopt electronic banking for the payment of regular bills.

The financial regulations for Flamborough Parish Council supported this and stated at paragraphs 6.7 – 6.10

“ 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.8 If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.10 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.”

The Clerk therefore recommended that the Council consider extending the use of electronic banking methods to all appropriate payments

This was discussed by Council.

RESOLVED

1. The clerk produces a schedule of appropriate payments made by the Council and brings this to a future meeting.
2. The Council consider payment for these by electronic banking.
3. Two Council signatories set up the relevant direct debits if needed.
4. The Clerk reports all electronic payments to the Council in the future to ensure these are monitored.

29/17 Flowers for Village Planters

Council were informed that Cllr Morton had purchased flowers for the village planters which cost £50 and asked that they agree to this expenditure. Council discussed this and noted that there were several small items which needed to be bought by the Chairman during the course of the year. It was suggested that a list be prepared of these items that could then be agreed at the start of the year so the Chairman would have delegated authority for this expenditure.

RESOLVED – Cllr Morton to be re-imbursed for this expenditure.

Clerk to produce a list of regular items bought throughout the year and bring this list to a future council meeting. Council to agree to delegate authority to the Clerk or Chairman at the start of the financial year, for the purchase of these items as they are needed.

The meeting closed at 8.55 pm

Signed as a true and correct record **Date**
Chairman

