

**FLAMBOROUGH PARISH COUNCIL
MINUTES OF MEETING OF 14 May 2018
7.30 PM, WI HALL, FLAMBOROUGH**

Present: Councillors B Maxwell (in the Chair),
A Grainger, V Leppington, M Sexton, D Morton, J Crossland, J Canning, J McCully, P Toft
C Taylor, J Murphy, R Sellick,
Clerk, Gill Wilkinson recorded the minutes
One member of the public

- 17/18 To receive apologies for absence:**
Apologies were received from Cllrs Couzens Ward Cllr Milne.
- 18/18 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:**
Cllr Grainger recorded a pecuniary interest in item 10 – Payment of accounts
- 19/18 Public Participation Session**
There were no members of the public who wished to speak at the meeting.
- 20/18 To approve Minutes of Parish Council Meeting of 9 April 2018:**
The minutes were agreed as correct and signed by the Chairman.
- 21/18 Questions/Reports from Councillors and Committee Representatives:**
Cllr Canning stated that she had received complaints from residents about the potholes. Cllr Sexton stated that she had been in touch with ERYC who said that there was a programme to repair potholes. Cllr Grainger noted that only the large holes were actually being repaired.
- Cllr Grainger stated that a resident had witnessed another resident allowing his dog to foul in the children's play area. When confronted he refused to do anything. The resident was happy to testify against the perpetrator.
Council discussed this issue.
RESOLVED: Clerk to pass the details on to the dog warden for prosecution.
- Cllr Grainger informed the meeting that the disabled toilet was being left open and the taps were left running. Council discussed this.
RESOLVED Clerk to add a sign to the door asking people to ensure the door was closed when they left.
- It was noted that the sign on the village green had been defaced so that the Parish Council telephone number had been removed and another number had been added.
RESOLVED: Clerk to investigate and ensure correct telephone number was shown.
- Cllr Maxwell informed the meeting that the signage on the War Memorial was becoming unreadable and needed redoing. Cllr Crossland stated that this had been done last by Gardiners in Bridlington.
RESOLVED to add this issue to agenda in June.

Cllr Crossland informed the meeting that wife of Norman Hall, who was a previous Councillor had fallen and broken her hip. Also, his brother, had been very ill recently. Councillors were sorry to hear about this and agreed to send letters to both people.

RESOLVED Clerk to write on behalf of the Council to wish that they both get well soon.

Cllr Crossland stated that he had received three complaints about the quality of the grass cutting in the village and stated that it needed monitoring. He said that Fisherman's Garden on Chapel Street was in very poor condition. Cllr Grainger stated that he had personally spent two hours last week clearing this garden but the contract was to maintain the beds and not replant. Cllr Morton stated that there may appear to be a problem with these Gardens as he had not had time to investigate the planters that had been agreed by Council for this area. Now he was no longer Chairman he hoped to pursue this action.

Council discussed Cllr Crossland's complaints.

RESOLVED Clerk to contact contractor and carry out inspection of the work.

It was noted that the street light outside the Manor House had still not been repaired.

RESOLVED Clerk to inform ERYC about this fault.

Cllr Canning informed the meeting that there were problems with parking on the corner at the Co-op and she had received several complaints about this.

This was discussed by Council. It was proposed that the council as ERYC for double yellow lines at this junction. However other Councillors noted that this would not be policed so would be an ineffective deterrent. Cllr Crossland stated that people with disabled parking badges could park on these lines legally.

Cllr Leppington noted that this issue had been discussed previously by the Council and no feasible solution had been found. Cllr Sellick stated that although the lines may not be policed it was sending out the wrong message if Council did not ask for this measure in the first place. He proposed that the Council asked ERYC to mark double yellow lines from the top of Allison Lane to round the bend ending where the bus stopped on South Sea Road. This was seconded by Cllr Leppington.

Council voted on this and agreed to the action.

RESOLVED Council to contact ERYC to request that double yellow lines be marked out from the top of Allison Lane to round the bend ending where the bus stopped on South Sea Road

NB Cllr Crossland left the meeting at 8.15 pm

22/18

To note and action recommendations in Clerk's Report:

The Clerk informed the Council of the following issues:

Good Councillor Guide

These were now in stock and had been ordered for all Councillors and the Clerk.

Data Protection

The Clerk is continuing to note changes to the legislation for this which will be enacted on 25 May. A data audit will be required and the Clerk hopes to carry this out in the next month.

The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO) All other measures will still apply, but appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice.

It was noted that Councillors should have their own email for Council business which is separate from their personal one. The Clerk was liaising with ERYC to see if Councillors could have .gov.uk email addresses. In the meantime Cllr Maxwell offered to help other Councillors to set up another email account. Cllr Leppington stated that as the elections were less than a year away that would probably be the best time to set up all Councillors with .gov.uk accounts.

Dead Deer on Sports Field

This was not removed by ERYC as the Council believed it would be and was causing concern. The Clerk arranged for this to be removed when she returned from holiday and it was taken away on 25 April. The costs for this is £20.00 + VAT, which is the responsibility of the Parish Council as the landowner.

Allotments freehold

The Parish Council was granted possessory title of the allotments 13 years ago. This is now being converted into a freehold title as agreed at the Council meeting on 9 April. The cost to do this was £40.00.

Fire Festival

At a previous Council meeting it was agreed to invite the Fire Festival Committee to a future meeting so the Council could monitor the plans for the festival which will be held on Council owned land.

Council discussed this and agreed September would be the best month for this.

RESOLVED Clerk to invite Fire Festival organisers to meeting in September.

Dallinson Bench

This bench was removed after an advisory note was left on the bench explaining that this would happen. It is not a bench adopted by the Council but needed to be removed for Health and Safety. The Council were contacted by the family who informed the Clerk that the bench was purchased from ERYC and have asked if it can be relocated to another space

The Clerk is waiting for documents about this bench that the family have said they will send in.

Bench Donation

The donor has been informed of the cost of the bench on the Village Green which will include 10 years maintenance and has now paid the Council £750.00 The Clerk is organising for this bench and plaque to be made and installed. The family will be in Flamborough on 23 June so this is deadline for installation.

Trees around Sports Field

The issue of the trees around the sports field was raised at the last meeting as a neighbour has asked that these be cut back. The Clerk and the Chairman inspected the trees in April. The Clerk has also arranged a meeting with the Tree officer from ERYC to see what work can be carried out as all the trees have TPOs.

Cllr Toft asked for the date of this meeting and the Clerk agreed to send her this information.

Hours worked

Hours worked in April = 91 hours 50 minutes

Hours contracted for per month = 82 hours 20 minutes

Hours in lieu accumulated = 65 hours 27 minutes

23/18 To note action log and add any amendments to this

Councillors noted that several of the items on the action log had now been completed and would therefore be removed.

Councillors discussed the item regarding the talk by Northern Powergrid at the meeting in July.

24/18 Correspondence

The following correspondence was noted and actioned accordingly.

Email asking to add a Post office near you to website – Council did not give permission for this.

Email from Sports Club Trust requesting use of sports field for car boot sale on 12 August, - Permission granted

Email from Tennis Club requesting use of sports field for car boot sale on 27 May - Permission granted

Letter from Flamborough WI acknowledging receipt of payment -noted

Invitation from HART to AGM in Hornsea on 6 August -noted

25/18 To consider Planning Applications as listed below.

There were no planning applications to comment on.

It was noted that the following planning applications had been approved.

18/00614/PLF

18/00381/PLF

Proposal: Retention of boundary fence to side and for the change of use of amenity land to domestic curtilage

Location: Thorn Croft South Sea Road Flamborough East Riding Of Yorkshire YO15 1AE

Applicant: Mr Richard Jarvis

18/00648/PLF (conditions apply)

Proposal: Erection of a dwelling

Location: Land South Of Whinbrae South Sea Road Flamborough East Riding Of Yorkshire YO15 1AE

Applicant: Mr & Mrs Smith

26/18 To approve payment of accounts to 30 April 2018

The following payments were approved by Council. Cllr Grainger did not vote on this item.

Payee	Method	Reason	Net	VAT	Gross
ERNLLCA	2,944	membership fee	697.62	0.00	697.62
G Wilkinson	BACS	Clerks wage	1,078.08	0.00	1,078.08
G Wilkinson	BACS	Clerks expenses inc mileage and key cutting	104.88	0.00	104.88
G Liddan	BACS	Cleaners wage	254.06	0.00	254.06

Paul Wilson	BACS	Final payment to Advanced Trees for pruning	231.30	-34.70	266.00
EE T Mobile	DD	Mobile phone	14.47	-2.16	16.63
A Grainger	BACS	Insurance for small works contractor	125.00	0.00	125.00
B Webster	BACS	Removal of dead deer	20.00	-4.00	24.00
	2,945	Hire of hall for meetings in 2018/19	280.50	0.00	280.50
Lexis Nexis	2,946	Arnold Baker Tenth edition	80.60	0.00	80.60
Mr and KM Couzens	2,947	Grass cuts 1 and 2	524.00	104.80	628.80
HMRC	2,948	Income tax	220.73	0.00	220.73
Richard Dixon	2949	Internal Audit	440.00	0.00	440.00
TOTAL			4071.24	145.66	4216.90

27/18 Accounts to year end 31st March 2018:

The following accounts were considered and approved:

- (a) The accounts for year ended 31st March 2018
- (b) The Annual Return for External Audit Section 1 – Accounting Statements 17/18
- (c) The Annual Return for External Audit Section 2 – Annual Governance Statement 17/18
- (d) The Internal Auditor's Report for the year 2017/18

The Annual Governance Statement was signed as approved by the Chair and countersigned by the Clerk.

Cllr Sellick proposed that a report be brought to a future meeting with details of what actions had been taken to comply with the internal auditors recommendations. This was agreed by the Council.

RESOLVED Clerk to bring audit report to meeting in September.

28/18 Allotments:

Council were informed that the Clerk and Cllr Taylor had inspected the allotments on Friday 11 May and had found the following issues.

Vacant plots 23, 57, 58, 71, 72, 73, 74 and 75 needed cutting back and spraying. It was agreed to ask the grass cutting contractor to do this work.

Plot 60A had rubbish and tractor equipment on it and plot 59 was not being cultivated on half of the plot. Plot 45 was also not being cultivated. It was agreed that the Clerk should write to these plot holders.

A plot holder had complained that dog owners were allowing their dogs to run loose or were on very long leads on the allotment. It was agreed that a notice be put up to remind people the allotments were private property and to keep dogs on a short lead.

The Clerk informed Council that there had not been a full Council inspection of the allotments for some time.

RESOLVED The Clerk to contact all Councillors and arrange a date for a Council visit.

29/18 To agree to purchase extra lights for Christmas tree

Council were informed that they had given an in principle decision to purchase these lights if the cost was below £250.00. The actual cost was now £319 + VAT.

RESOLVED additional Christmas lights to be purchased from Rosedale lighting who supplied the original lighting

30/18 To agree to take over electricity supply for Citizen Link Kiosk

Council were informed that when the Citizen Link Kiosk had been transferred to the Council from ERYC the electricity had not been moved over. This had now been flagged up by ERYC who were asking for Flamborough to take over the account or have the supply cut off. It was noted that the shutter door was electrically operated so it was not feasible to lose the supply.

RESOLVED Flamborough to take over the electricity supply from ERYC.

31/18 To agree to purchase bin for Danes Dyke

The Clerk informed the meeting that ERYC had now agreed to add a new bin to their collection schedule at Danes Dyke if Flamborough Parish Council bought this. The cost should be about £360.00.

RESOLVED Council agreed to purchase a bin up to £360.00 for exit to Danes Dyke.

32/18 To consider purchasing Scribe software package for Council finance.

The Clerk informed Council that she was spending a great deal of time inputting details onto the spreadsheet for finance and this sheet had now become too unwieldy for simple use. She had been recommended Scribe as this was financial software that was built for parish councils and had been very impressed with the demonstration she had seen by the company. The cost for the system was £283 per annum. The Council discussed this and agreed this should save time. Cllr Sellick pointed out that the Clerk was currently working more hours than contracted for each month and her lieu time was increasing.

Council voted on this and agreed to purchase the system. Cllr Sexton abstained from voting.

RESOLVED Council to purchase Scribe finance system.

Meeting ended 9.00pm

Signed as a true and correct record
Chairman

Date.....