

CLOUGHTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
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PARISH COUNCIL MEETING Monday 1st February 2021 at 7.30pm Public welcome

**To be held online – go to zoom.us and enter the
meeting ID 890 5109 4316 Passcode: 934391**

For those with poor or no internet connection, access the meeting (audio only) by ringing 0131 460 1196 and enter the meeting ID and password given above.

AGENDA

All declarations of interest in agenda items to be made by the member. If unsure - DO NOT WAIT TILL THE MEETING - please contact the Clerk on receipt of the agenda.

1. Apologies to receive & accept.
2. To receive member's declarations of interest in items of business on this agenda.
3. Minutes of Council meeting of 4th January 2021 [*enclosed*] to approve and sign.
Meeting to be suspended by Chairman to allow for next item.
4. Public Open Forum.
Meeting to be re-convened to continue with business on the agenda.
5. To consider & if appropriate, agree action on matters raised in the Public Open Forum.
6. Reports to receive (as available) & agree action as appropriate – Police, County, Borough, Parish, Clerk - not to exceed 15 minutes in total.
7. Updates on items raised at last meeting to receive, note & agree appropriate action:-
 - 1) Water from fields across pavement Trattles Hill [*Minute 88/20 refers*]
 - 2) Wall stones on pavement Trattles Hill [*Minute 88/20 refers*]
 - 3) Presence of Borough Councillor at meetings [*Minute 88/20 refers*]
 - 4) Pond behind Cober [*Minute 89/20d refers*]
 - 5) Beck Lane street nameplate [*Minute 89/20d refers*]
8. Correspondence:-
 - a) Correspondence received after 27/1/21 requiring a response before next meeting.
9. Planning Matters:-
 - a) Applications Received (to agree comments):- none at preparation of agenda
 - b) Decisions Received (to note):- none at preparation of agenda
 - c) Planning matters received after 27/1/21- to agree action as appropriate.
10. Finance Matters
 - a) Accounts to Authorise for online payment:- to be notified at meeting.
11. To agree the date/location of the next meeting (would normally be 1st March 2021).
12. Playground [*Minute 94/20 refers*] To re-assess the situation (with special regard to public consultation) in light of responses received [*enclosed*] from the companies who had submitted tenders and the continuing Covid-19 pandemic & agree action to be taken.

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
27th January 2021

**MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD
VIRTUALLY ON Zoom PLATFORM ON MONDAY 4th JANUARY 2021 AT 7.30PM**

Present: Councillor P Couch (Chairman)
Councillor D Baker
Councillor J Brace (from 7.31pm)
Councillor D Ford
Councillor Mrs D Readman
Councillor Mrs S Staveley

1 member of public, Mrs J. Marley (Clerk).

Absent: County Cllr. Bastiman, Borough Cllr. Backhouse.

81/20 **APOLOGIES FOR ABSENCE:** Received from County Cllr. Bastiman.

82/20 **DECLARATIONS OF INTEREST:** None.

83/20 **MINUTES** The minutes of the meeting of 7th December 2020 were **approved** as an accurate record and Cllr. Couch was authorised to sign them as Chairman of the meeting.

Cllr. Brace joined the meeting during the next item

84/20 **CHRISTMAS LIGHTS COMPETITION RESULTS** The winners of the 2020 Christmas Lights Competition were announced as:- Best Overall (£20 and glass bowl) The Paddock, Hood Lane; Best House 1st (£15) 11 High Street and 2nd (£5) The Haven, Whitby Road; Best Window (£10) 18 Littlemoor Close. Cllr. Mrs Staveley will deliver the prizes.

85/20 **PROCEDURAL MATTER** Standing Orders suspended at 7.35pm for the Public Open Forum.

86/20 **PUBLIC OPEN FORUM** Matters raised included 1] objections to amended planning application at Cloughton Wood for holiday lodges; 2] water from fields (possibly a spring) was again running down the track opposite Browside on Trattles Hill and across the pavement before going into the road; 3] stones from the walls further up Trattles Hill towards Greystone Farm were still obstructing the pavement; 4] a question as to if the borough councillor attended meetings.

87/20 **PROCEDURAL MATTER** Standing Orders were resumed at 7.41pm.

88/20 **MATTERS RAISED IN PUBLIC OPEN FORUM Agreed** 1] objections to be taken into account when item considered later in the meeting; 2] Clerk to make Highways aware; 3] Clerk to ask Highways what action has been taken; 4] Clerk to write to the borough councillor as councillors could not recall Borough Councillor Backhouse having attended a parish council meeting since at least June 2017.

89/20 **REPORTS**

a) **Police:** no report to receive.

b) **County:** The Clerk read an email from County Cllr. Bastiman:- 1] A171 Cloughton school corner – the boundary hedge has been cut back and a white line painted on the kerb, both have helped but he will continue to press for the kerb to be lifted; 2] Scalby library remains closed for the moment; 3] submissions for the Local Government Review are with central government – the City of York supports the NYCC bid as it allows them to remain a unitary council in their own right, it does not support the borough/district bid as it does not wish to become a part of the east/west split proposal.

c) **Borough:** No report to receive.

d) **Parish:** Cllr. Brace reported the pothole on Hood Lane/Newlands Road junction had been filled. Cllr. Ford reported SBC echoed his concerns regarding the 2021 census being completed online and was monitoring the situation. Cllr. Mrs Staveley reported the duckpond behind Cober was very smelly, overgrown and untidy with trees in the pond, also the area between the pond and the car park was untidy with what appeared to be discarded bedroom furniture – Clerk to write to Cober Hill. Cllr. Mrs Readman reported 1] several parishioners had mentioned they had seen more rats around recently; 2] the Beck Lane street nameplate needed replacing

(Clerk to contact SBC); 3] problems caused for wedding and funeral cars unable to park outside 8 Beck Lane due to there always being vehicles from the car sales business over the road parked there. Cllr. Baker reported his email programme had been unable to read the email from Police, Fire & Crime Commissioner which had been forwarded by the Clerk 17/12/20 (Cllr. Brace had had a similar problem and Microsoft was investigating).

- e) **Clerk:** Reported she had received photographs showing a tree overhanging Beck Lane which restricted the width of the road available to vehicles – she had referred the matter to Highways and asked them to letter the householder. The tree had now been cut back but the householder had submitted a letter of complaint as well as visiting the Clerk's house to complain.

90/20 **PLAYGROUND** [Minute 33/20 refers]

Deferred to after Finance Matters as the Prime Minister was just begun a national public broadcast in which he was expected to announce a change to Covid-19 restrictions.

91/20 **CORRESPONDENCE**

- a) Correspondence received after 29/12/20 requiring a response before next meeting:- letter of complaint from householder regarding action taken by Clerk in respect of a tree overhanging Beck Lane [Minute 89/20e) refers]. Clerk read letter of complaint and showed councillors photographs of the highway before and after cutting back of the tree. Letter **received & noted**. Council unable to comment on why the County Council only gave people 2 weeks to carry out the works. **Agreed** the tree had needed cutting back; Clerk to write to householder thanking them for doing the work and making the road safer for all users.

92/20 **PLANNING MATTERS**

a) **Applications received:-**

1. NYM/2020/0327/FL Amended details – erect 15no. holiday lodges with external decking, alterations to access, proposed internal access road, parking and linkage paths with recreation space and landscaping works at land at Cloughton Woods – **agreed** object along similar lines as before with additional concerns as discussed.
2. NYM/2020/0996/FL Alterations and construction of single and two storey extensions and erection of shed at Seagrove (formerly Little Pastures), Hood Lane – **agreed** no objections.

b) **Decisions received & noted:-**

1. 20/02132/HS Erect single storey rear extension, 15 Granary Way – granted;
2. 20/02310/HS Replacement windows & doors (retrospective) at 3 Lockwood Chase - granted

c) **Planning matters received after 29/12/20:-** None.

93/20 **FINANCE MATTERS**

- a) **Precept 2020/21- resolved** to set a precept of £3,150.
- b) **External auditor's report** [Minute 79/20b) refers] – **noted** email from external auditor of 15/12/20 giving their reason for being unable to reissue their report.
- c) **Standing Order** – **agreed** a standing order to N. Barnes (£425/month from 15/4/2021 to 15/11/2021) be approved, Clerk to set up online.
- d) **Accounts to Authorise for online payment:-** Having been previously notified, the following was approved for payment via online banking (Cllrs. Baker and Brace to do the online authorisations within 24 hours):- HMRC (tax/NI Oct-Dec) £6-20.

94/20 **PLAYGROUND** [Minute 90/20 refers]

Councillors re-assessed the situation (with special regard to carrying out public consultation) in light of the continuing Covid-19 pandemic and the announcement by the Prime Minister within the last hour that the whole of England was to go to a third lockdown from 5th January for a period of at least six weeks. This meant it would not be possible to hold any form of public consultation as social gatherings indoors or outdoors were not allowed. A robust debate ensued during which various alternatives including circulating the documents around councillors on an individual basis and doing presentations via zoom were considered. The Clerk reminded those present that 1] Council had spent a considerable amount of time drawing up the tender documents and agreeing timescales to ensure transparency and fairness to

all – the principle of fairness should not be sacrificed for the delays caused by Covid and 2] the tenders were all still sealed. Eventually it was **agreed** 1] the Clerk was authorised to open all tenders, make a list of applicants and contact them to ask how they wished to proceed (could they do online presentations, did they still wish to tender, had their prices changed etc); 2] responses to be considered at the February council meeting where action as appropriate could be agreed.

95/20 **NEXT MEETING** – **Agreed** to be held 1st February 2021 at 7.30pm (would be virtual instead of face to face meeting).

There being no further business, the Chairman declared the meeting closed at 9.46pm.

DRAFT
for approval
1/2/2021

Following the January PC meeting I opened the tenders we had held since 31/3/20 as per. Council's instructions. 8 companies had submitted a tender. Below is an anonymised list of their responses to the two questions I asked them. Jools 27/1/21

COMPANY	QUESTION ASKED	
	Do you wish to withdraw from the process or amend your quotation price?	Your suggestions as to how might be a way to progress things
1	happy to honour our original price	the following could be something the council look to do to progress the project • Facebook/on line vote • Create scoring matrix and allow companies to re submit their proposal if they wish During these times you are very restricted so the options are quite limiting.
2	able to hold the prices that were listed within our submission.	Are you able to use your website? Possibly by uploading an image of each companies 3D presentation, people could complete a simple questionnaire or simply vote on their preferred scheme.
3	happy to confirm that we can hold our prices up until 1 st April 2021	happy to resubmit our designs electronically for you to distribute around the councillors. As far as a public consultation goes, would it be worthwhile popping the designs onto your website for the local residents to pass comment?
4	we would honour the quotation without altering to the new pricing	Our experience this year is that very few consultation exercises have gone ahead. One idea that I would suggest would be to individually and privately "interview" via Zoom/Teams the companies following the Tender evaluation, this does not cover public consultation but offers a fair way for Council to evaluate and decide the preferred supplier? The preferred suppliers design could then be put in a village newsletter or leaflet drop for comments from residents to see if any alterations need to be made.
5	I will send this back to our design team to look at the quote as it has now expired. I can't see much change, if any at all but you might as well have a valid one.	I can see the problems you are faced with getting everyone together to discuss and get things moving forward. Most jobs are being discussed via Zoom at the moment. I still have all the details for this on our system and I am awaiting to hear from you before moving things onto the next stage etc. We are very happy to work with you regarding moving things forward and discussing either via Zoom, phone call etc whichever you decide.
6	We are happy to honour our tender submission	Complete an online voting process on designs either through the council's website, facebook page and / or an external source like survey monkey. The consultation could be advertised through social media and you could request voters for their addresses/post codes to ensure they live in the village / area and comments on their preferred choice. This would highlight a preferred design and coinciding with the council's own evaluation – based on the product/quality and return documentation may give you the basis of the preferred supplier. Failing the online method – the council evaluate individually and select a preferred scheme/design – of which is then advertised online for feedback and dependant on the community feedback – you work with the selected supplier to make amendments to suit.

COMPANY	QUESTION ASKED	
	Do you wish to withdraw from the process or amend your quotation price?	Your suggestions as to how might be a way to progress things
7	more than happy to honour the price of our previous bid	Have someone within the parish who uses facebook set up a page and welcome community comments on all of the designs as an online consultation. At the same time email all of the designs over to the Parish Council Members so that they can provide you with feedback remotely. You can then correlate the information and you make a weighted decision bearing in mind quality of equipment and supplier etc. In other instances recently we have seen the Parish make the decision without further consultation as the happiness of the community in gaining a new play area overweighs the potential negative of feeling like they weren't consulted.
8	We are happy to honour our tender submission	I would suggest running an internal evaluation, scoring against criteria decided by you but possibly around the following: • Play Value of submission (companies should be able to justify this to you if they haven't as part of their submission) – this is a quality versus price exercise centred around the level of activities within the play equipment suggested • Presentation via Zoom to the council from the. • Review essential documents to ascertain quality – warranties, API certificate, CHAS/SMAS. • Review the proposals against your tender documents for compliance but also against the given specification. All this with a view to evaluating who is the best partner for you with the design you'd like to implement. While consultation can be beneficial, engagement and preferences can be tricky to navigate fairly as a low turnout can skew results and a pretty picture can be chosen where it might not necessarily be the best design in terms of play value and quality. Your budget is a significant amount of money for a Parish Council expenditure and allowing community consultation to form 100% of the decision making can sometimes result in the wrong design being the investment that you as a council are then responsible for. Having an element of control where you pick the company/companies may be a more effective approach that allows you to move forward. I would suggest a formal evaluation by the council, maybe based on the criteria above to select a preferred partner. From there, giving the community a view of the design via social media, maybe you decide to take comments to ensure an element the community feel they need isn't omitted without investigation as to whether it could be included in the preferred design from a cost point of view.