

CLOUGHTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299
Email: clerk@cloughtonpc.org.uk

PARISH COUNCIL MEETING

Virtual meeting held on the digital platform "Zoom"

MONDAY 1st JUNE 2020 at 7.30pm

Parishioners Welcome

This will be a virtual meeting of the Parish Council held on the digital platform Zoom.

You can access the meeting by going to Zoom and typing in the meeting ID of 768 5626 7247 and the password 9BMJse

AGENDA

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

NOTE: the free version of Zoom is being used and this limits meetings to 40 minutes in length.

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 2nd March 2020 *[enclosed]* to approve and sign.
4. TO NOTE:- due to the Coronavirus pandemic central Government placed the country on lockdown on 23rd March and suspended all face to face council meetings. It also removed the requirement for there to be an Annual Meeting of the Council in May 2020. Legislation has been passed to allow councils to meet virtually and for the Chairman and representatives remain in post until the Annual Meeting of the Council in May 2021.
5. Playground *[Minute 163/19 refers]* - to note the project has been put on hold until such time as it is possible to hold a public consultation day;
6. Correspondence:-
 - a) Correspondence received after 25/5/20 requiring a response before next meeting.
7. Planning Matters:-
 - a) Applications and Decisions Received (see attached sheet) - to confirm comments submitted by Clerk using delegated powers and note decisions made by planning authorities.
8. Finance & Regulatory Matters:
 - a) 2019/20 Accounts *(enclosed. If you have a query on them please let me know BEFORE the meeting)* - to receive, approve & authorise Chairman to sign;
 - b) 2019/20 Annual Return *(enclosed)* - 1] to complete governance statement (Section 1) & authorise Chairman to sign; 2] to confirm figures in accounting statement (Section 2) & authorise Chairman to sign.
 - c) To note & confirm invoices paid since 1st April 2020 (attached)
 - d) Accounts to Authorise for payment:- Duchy (Quiet Area rent) £42-00 (invoice awaited).
9. To agree the date of the next meeting (would normally be 6th July).
10. If time is available - to consider any urgent matters from councillors.

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
25th May 2020

MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST. MARY'S CHURCH HALL ON MONDAY 2nd MARCH 2020 AT 7.30PM

Present: Councillor P Couch (Chairman)
Councillor D Baker
Councillor J Brace
Councillor Mrs K Loy
Councillor Mrs D Readman
Councillor Mrs S Staveley

2 members of public, Mrs J. Marley (Clerk).

Absent: Cllr. D Ford, County Cllr. D Bastiman, Borough Cllr. A Backhouse.

The Chairman reminded the meeting that filming, photographing or audio recording of the meeting's proceedings was allowed and asked that people wishing to do this notified the Clerk of their intention prior to the start of the meeting. In the interests of encouraging public participation it was requested that people remained seated and did not include members of the public "in shot".

155/19 **APOLOGIES FOR ABSENCE:** **Accepted** from Cllr. Ford (prior commitment) & County Cllr. Bastiman (prior commitment).

156/19 **DECLARATIONS OF INTEREST:** None.

157/19 **MINUTES** Having been previously circulated, the minutes of the meeting of 3rd February 2020 were **approved** as an accurate record and signed by Cllr. Couch as Chairman of the meeting.

158/19 **PROCEDURAL MATTER** Standing Orders suspended at 7.31pm for the Public Open Forum.

159/19 **PUBLIC OPEN FORUM** The steps onto the cinder track from Saltpans had been repaired.

160/19 **PROCEDURAL MATTER** Standing Orders were resumed at 7.33pm.

161/19 **MATTERS RAISED IN PUBLIC OPEN FORUM** **Noted** that the steps had been repaired (Clerk explained she understood this was one of several flights of steps which had been repaired by volunteers).

162/19 **REPORTS**

a) **Police:** Written report **received & noted**.

b) **County & Borough:** No reports to receive.

c) **Parish:** Cllr. Couch reported all the gullies on the west side of the High Street from the Red Lion to the vicarage were full of silt and in need of cleaning.

d) **Clerk:** No matters to report.

163/19 **Playground** [*Minute 148/19 refers*] **noted** the deadline for submission of tender clarification questions had now passed; the Clerk had had site meetings with 8 interested parties.

164/19 **Cloughton Wyke seat** [*Minute 149/19 refers*] - **noted** the NYMNP Village Improvement Grant in sum of £915-00 had been received.

165/19 **CORRESPONDENCE**

a) Correspondence received after 25/2/20 & requiring a response before next meeting - email from NYCC re. central government funding for supporting bus services. **Agreed** to ask for 1] frequency of x93 to be increased to twice an hour in winter timetable and 2] an extra return service for the 115.

166/19 **PLANNING MATTERS**

a) **Applications received:-** 1] NYM/2020/0053/FL Alterations to existing access at Cloughton Moors Woods, Whitby Road - **agreed** no objections; 2] 19/02929/LB Replace 3 windows with timber double glazed units at 46 High Street - **agreed** no objections; 3] 20/00089/FL Erect storage building on land at field no. 2972, Station Lane - **agreed** concerns re intensification of use, status of caravans, height of building and type of proposed use.

- b) Decisions received & noted:-** 1] 19/02594/HS erect detached garden room at 1 Granary Way - **granted**;

At this point one member of public left the meeting (8.20pm).

- c) Planning matters received after 25/2/20:-** 1] NYM/2020/0127/FL Erect extension to existing livestock building, land to the south east of Ellis Close Farm, Harwood Dale Road - **agreed** no objections.

167/19 FINANCE MATTERS

- a) Changing Council's bankers** [Minute 152/19a) refers] - verbal report from Clerk **received & noted** the process was now complete.

At this point one member of public left the meeting (8.25pm).

168/19 ACCOUNTS TO CERTIFY – Having been previously notified, the following were approved for payment via online banking (Cllrs. Baker and Brace to do the online authorisations within 24 hours):-

HMRC	Tax/NI Jan-March	£30-60
J Marley	Web hosting 1/4/19-31/3/20	£30-00
J Marley	Contractual payments 1/4/19-31/3/20	£274-48
St Mary's Church	Hall hire 1/4/19-31/3/20	£110-00

169/19 CIRCULATION None.

There being no further business, the Chairman declared the meeting closed at 8.33pm.

Cloughton Parish Council, virtual Ordinary meeting 1/6/2020 at 1930 hours.

Agenda Item 7:- Planning Matters - to confirm comments submitted and note any decisions received.

App. No.	What	Where	Action	When
20/00001/HS	Install rear dormer and roof light	7 High Street	Full planning permission granted	17/3/2020
20/00089/FL	Erect storage building	Land at field 2972, Station Lane	Full permission granted	6/4/2020
NYM/2020/0022/FL	Vary condition 2 of NYM/2015/0885/FL to allow changes to footprint & design of log cabin/mobile unit, changes to footprint, design and location of store and relocation of parking area at paddock to south of Wyke Lodge.	Paddock to south of Wyke Lodge, Staintondale	Planning permission granted (see enclosed letter from NYMNP explaining why approval given when we had objected)	10/3/2020
NYM/2020/0053/FL	Alterations to existing access	Cloughton Moors Woods, Whitby Road	Planning permission granted	17/3/2020
NYM/2020/0127/FL	Erect extension to existing livestock building	Land to south east of Ellis Close Farm	Planning permission granted	14/4/2020
NYM/2020/0302/FL	Construct timber garage following demolition of existing shed and garage	Hazelwood, Hood Lane	Comment "no objections" submitted by Clerk under delegated powers	13/5/2020
NYM/2020/0328/NM	Non material amendment to planning approval NYM/2016/0880/FL to allow alterations to the design of the wet weather/amenities and reception buildings	Land at Cloughton Woods	Comments to Clerk by 6pm on 29/5/2020 so she can make a submission on 30/5/2020 under delegated powers	

North York Moors National Park Authority

The Old Vicarage, Bondgate, Helmsley, York YO62 5BP

Tel: 01439 772700

Email: general@northyorkmoors.org.uk

Planning enquiries: planning@northyorkmoors.org.uk

www.northyorkmoors.org.uk



Andy Wilson
Chief Executive

Cloughton Parish Council
c/o Mrs J Marley
via email

Your ref:

Our ref: NYM/2020/0022/FL

Date: 20 April 2020

Dear Mrs Marley

Variation of condition 2 (material amendment) of planning approval NYM/2015/0885/FL (allowed on appeal) to allow changes to the footprint and design of the log cabin/mobile unit, changes to the footprint, design and location of store and relocation of parking area at paddock to the south of Wyke Lodge, Hodgson Hill, Staintondale,

Thank you for the Parish Council comments received on 7th February 2020 regarding the above application. This application was considered and approved by the Director of Planning on 10 March 2020.

The Parish Council concerns regarding the inappropriate and retrospective nature of the development were considered by the Director of Planning. However, the principle of the siting of a log cabin on the paddock has been established with the granting of planning permission at appeal in August 2017. Consequently, the National Park Authority were not able to consider the principle but whether the revised design and footprint of the log cabin and replacement store would harm the character and appearance of the National Park.

Having carefully considered the details it was concluded that the revised design and footprint of the log cabin would have no greater impact on the character and appearance of the locality, that the log cabin would be no closer to the public highway than as approved and no higher overall. It was also considered that the revised design would be more of a traditional log cabin rather than the modern, contemporary design previously approved, and this was considered to be acceptable.

Whilst the replacement store as constructed is much larger than approved, the submitted plans show the footprint of the replacement store reduced by half which would make it very similar in size to that approved albeit sited closer to the road.

Continued...



In view of the above therefore it was concluded that the proposed amendments to the approved scheme would not be harmful to the character and appearance of the National Park in accordance with Core Policy A and the application was approved, subject to a condition requiring the store to be reduced in size within 6 months of the date of the decision, which the agent agreed to.

I trust that the above advice is of assistance but if you have any further queries, please don't hesitate to contact me again at the above address.

Yours sincerely

H.Saunders

Mrs Hilary Saunders
Planning Team Leader
Development Management

CLOUGHTON PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2020

(Previous) Year Ended 31 March 2019	<u>RECEIPTS</u>	(Current) Year Ended 31 March 2020
£		£
3,000.00	Precept	3,000.00
4,929.64	Agency Services: SBC	5,038.10
195.99	Agency Services: NYCC	195.99
2,100.00	Rent of Parish Property	2,100.00
6,750.00	Capital Grants (war memorial £770, seats £915, S106 for playground £39,235.20)	40,920.20
32.58	Interest	53.79
1,332.60	VAT recovered	793.70
<u>18,340.81</u>	Total	<u>52,101.78</u>

£	<u>PAYMENTS</u>	£
20.39	Printing/stationery	20.24
110.00	Hall hire	110.00
471.66	Insurance	662.06
323.00	Subscriptions	326.00
30.00	Website	30.00
2,072.44	Clerk's salary & allowances	2,102.20
25.80	HMRC Tax/Ni	30.60
159.96	Pension contributions (see note on page 3)	184.68
32.59	Misc. expenditure reimbursed as petty cash	-
-	Election fees	75.00
-	Bank charges	18.00
30.00	Audit (internal only, exempt from external from 1/4/17)	30.00
220.00	Reading Rooms Repairs/Maintenance/revaluation	1,121.50
-	Christmas lights (repair/replacement)	115.00
1,542.00	Replacement seats (2, grant funded)	889.12
3,906.00	Playground refurb project	-
-	War memorial repair & clean	1555.00
500.00	Donations made (s142):- Scalby Library	250.00
	Agency Services:-	
315.00	Public seats	87.80
990.00	Roadside verges (part-funded by NYCC)	195.99
217.60	Churchyard	222.39
4,261.50	Parks (2,908.50) & Verges (1,956.01)	4,864.51
110.00	Bus shelter	-
<u>1,325.60</u>	VAT	<u>897.20</u>
<u>16,663.54</u>	Total	<u>13,787.29</u>

CLOUGHTON PARISH COUNCIL

RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2020

(Last) Year Ended 31 March 2019	SUMMARY	(Current) Year Ended 31 March 2020
£		£
27,956.19	Balance brought forward 1 April	29,633.46
<u>18,340.81</u>	ADD total receipts	<u>52,101.78</u>
46,297.00		81,735.24
<u>16,663.54</u>	LESS total payments	<u>13,787.29</u>
<u>29,633.46</u>	Balance carried forward	<u>67,947.95</u>

These cumulative funds are represented by:

13,279.10	Barclays Bank current a/c	0.00
0.00	Unity Trust current a/c	482.00
<u>0.00</u>	LESS cheques unpresented at 31 March	<u>0.00</u>
13,279.10		482.00
16,354.36	Barclays Bank high interest a/c	67,465.95
<u>0.00</u>	Unity Trust instant access a/c	
<u>29,633.46</u>	Total	<u>67,947.95</u>

The above statement represents fairly the financial position of the authority as at 31 March 2020 and reflects its receipts and payments during the year.

Approved by Council: _____

.....
(Chairman)

.....
J. Marley
.....
(Responsible Financial Officer)

CLOUGHTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2020

ASSETS

At 31 March 2020 the following assets were held:

	Valuation		Valuation
	£		£
Reading Rooms (revalued 2019)	312,000.00	Union Jack	52.00
Playground equipment	10,000.00	Trophies (8)	166.00
Office equipment	100.00	Noticeboard (post office)	235.00
Public seats (12) [revalued 2019]	4,800.00	Christmas Lights	670.00
(The basis of valuation of these assets is acquisition cost)			£327,723.00

RESERVES

Reserves are allocated as follows:-

- Parish property repair reserve £1,500
- Election reserve £1,000
- Playground refurb (£15,000 plus £39,250 S106 money) £54,250
- General & contingency reserve £11,000

PENSIONS

A pension scheme is set up with The People's Pension and from 1/4/16 Council has contributed 3.75% and Clerk 4.25% of gross salary. Funds of £899-21 previously held within earmarked reserves as a gratuity were transferred into the pension scheme during 2016/17. In the year of account, employees contributions totalled £102-60 and employer's contributions totalled £82-08.

DEBTS OUTSTANDING

At the year end no monies were owing to the Parish Council.

TENANCIES

During the year the following tenancies were held:-

Council as Landlord:

Tenant	Property	Rent	Repairing/Non Repairing
Burniston & Cloughton Playgroup	Reading Rooms	£2,100 pa from 1/9/17	Repairing

Council as Tenant:

Landlord	Property	Rent p.a	Repairing/Non Repairing
Duchy of Lancaster	Bus Shelter	£35	Repairing
Duchy of Lancaster	Quiet Area	£35	Repairing
Duchy of Lancaster	Playground	£35	Repairing

CLOUGHTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2020 (continued)

S. 137 PAYMENTS

Section 137 of the Local Government Act 1972 (as amended) enables local councils to spend up to the product of £8-12 per elector, as at 1 April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for spending under s137 of the Local Government Act 1972 (as amended) for this Council in the year of account was £4,490-36.

No payments were made in the year of account.

AGENCY WORK

During the year the Council undertook the following agency work on behalf of other authorities:

Principal Authority	Nature of Work	£
Scarborough Borough Council	Parks, playing fields, open spaces	2,908.50
	Highway verges	1,956.01
	Bus/public shelters	0.00
	Churchyards	222.39
	Seats	87.80
North Yorkshire County Council	Highway verges	195.99

MISCELLANEOUS

No expenditure has been incurred, or income received, under any of the following headings:

Borrowing
Leases
Advertising and publicity

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CLOUGHTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			‘Yes’ means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.cloughtonparishcouncil.org.uk

Section 2 – Accounting Statements 2019/20 for

CLOUGHTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	27,956	29,634	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	3,000	3,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15,341	49,102	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,258	2,133	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	14,405	11,655	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	29,634	67,948	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	29,634	67,948	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	149,376	327,723	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

J. Marley
15/04/2020

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Cloughton Parish Council, virtual Ordinary meeting 1/6/2020 at 1930 hours.

Agenda Item 8c:- to note and confirm invoices paid since 1st April 2020.

Date	Time	Description Line 1	Amount	Authorising User	Authorising Date	Authorising Time	2nd User	2nd Date	2nd Authorising Time
23-Apr-20	06:26	B/P to: DuchyOfLancaster	-£42.00	BAKERD46	20-Apr-20	15:53	JimBrace	20-Apr-20	19:33
13-May-20	06:25	B/P to: YLCA	-£298.00	BAKERD46	09-May-20	11:40	JimBrace	09-May-20	19:37
13-May-20	06:25	B/P to: Came&Company	-£740.57	BAKERD46	09-May-20	11:40	JimBrace	09-May-20	19:37
13-May-20	06:25	B/P to: B&CVillageHall	-£700.00	BAKERD46	09-May-20	11:40	JimBrace	09-May-20	19:37
13-May-20	06:26	B/P to: StMaryCloughtonPCC	-£226.17	BAKERD46	09-May-20	11:40	JimBrace	09-May-20	19:37
13-May-20	06:26	B/P to: KeithNewwhamFencing	-£130.00	BAKERD46	09-May-20	11:40	JimBrace	09-May-20	19:37