

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

Monday 6th June 2022, 7.30pm

St. Mary's Church Hall

Parishioners welcome to attend

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.

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 16th May 2022 [*enclosed*] to approve and sign.

Standing Orders to be suspended by Chairman to allow for next item.

4. Public Open Forum.

Standing Orders to be resumed to continue with business on the agenda.

5. To consider & agree action as appropriate on matters raised in the Public Open Forum.
6. Vacancies unfilled at the election by reason of insufficient nominations – to co-opt to the Ordinary Vacancy.
7. Reports/updates to receive (as available) & agree action as appropriate – Police, County, Borough, Parish, Clerk - not to exceed 30 minutes in total.
8. Matters raised/mentioned at May meeting:-
 - a) Replacing noticeboard [*Minute 27/22a* refers] – to note this has been ordered, cost £757+VAT, estimated delivery date week commencing 15/8/22;
 - b) Defib provision/location [*Minute 27/22b* refers] – to receive verbal updates from Cllrs. Ford/Readman/Steveley and Clerk & agree action/expenditure;
9. Correspondence:-
 - a) Parish Assembly Minutes (*enclosed*) – to confirm accuracy;
 - b) National Park Parish Member Elections (Coastal Area) – to receive details of candidates, agree who to vote for and complete ballot paper;
 - c) Correspondence received after 29/5/22 requiring a response before next meeting.
10. Planning Matters:-
 - a) Applications Received – NYM/2022/0363 Remove stables and erect three timber lodges to provide rooms ancillary to country inn, Bryherstones, Newlands Road;
 - b) Decisions received to note:-
 - 1) 21/02893/FL Erect building to form barn and 4no. stables, land at OS field 6773, Whiteway - granted;
 - 2) NYM/2022/0137 Change of use existing paddock to campsite comprising two glamping pods with associated parking, access path and package treatment plant, Newlands Cottage, Newlands Road – granted;
 - c) To agree comments/note any planning matters/decisions received after 29/5/22.
11. Finance Matters:-
 - a) To note the standing order set up to pay N Barnes 20th day monthly [*Minute 27/22e*] had been rejected by the receiving bank and a new order to pay on 27th day monthly had been authorised by Cllr. Baker and Steveley (this had been accepted by the receiving bank).
12. To agree the date of next Parish Council meeting. (4th July)

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
29th May 2022

**MINUTES OF ANNUAL MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST.
MARY'S CHURCH HALL ON MONDAY 16th MAY 2022 AT 7.24PM**

Present: Councillor P Couch
Councillor D Baker
Councillor M Brooks
Councillor D Ford
Councillor S Staveley

1 member of public, County Cllr. Bastiman (left 7.42pm), Mrs J Marley (Clerk to Council)

Absent: County Cllr. D Bastiman

14/22 **ELECTION OF PARISH COUNCIL CHAIRMAN** **Resolved** Cllr. Couch be elected Chairman for the forthcoming year.

15/22 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Received Cllr Couch's signed declaration of acceptance of office, countersigned by the Clerk as Proper Officer.

16/22 **VACANCIES UNFILLED AT ELECTION BY REASON OF INSUFFICIENT NOMINATIONS:-** No applicants to date, councillors to 'spread the word' as these Ordinary Vacancies had to be filled by 24th June.

17/22 **OUTSTANDING DECLARATIONS OF ACCEPTANCE OF OFFICE:** Cllr. Mrs Readman's declaration to be completed by 31st May 2022.

18/22 **ELECTION OF VICE CHAIRMAN**
Resolved Cllr. Baker be elected Vice Chairman for the forthcoming year.

19/22 **ELECTION/CONFIRMATION OF REPRESENTATIVES/OFFICERS**
Representatives/officers were **agreed** as follows:

	CURRENTLY
YLCA	Clerk
Coastal Forum	Cllrs. Baker & Mrs Readman
Heritage Coast	Cllrs. Ford & Mrs Readman
Scarborough & District Sports Council	Cllr. Couch
Burniston & Cloughton Village Hall	Cllr. Mrs Staveley
Cloughton Relief in Need Charity	Not needed – Charity ceased to exist 25/10/2016
Friends of the Railway	Cllr. Couch
CAP Group	Cllr. Baker

20/22 **APOLOGIES:-** **Received & accepted** from Cllr. Mrs Readman (work commitment).

21/22 **DECLARATIONS OF INTEREST:** None.

22/22 **MINUTES**
Having been previously circulated, the minutes of the meeting of 4th April 2022 were **approved** as an accurate record & authorised for signature by the Chairman.

23/22 **PROCEDURAL MATTER** The meeting was adjourned at 7.31pm to allow the public open forum.

24/22 **PUBLIC OPEN FORUM** Question asked as to whether Council was aware of anything happening up at the old Duchy sawmill in Cloughton Woods.

24/22 **PROCEDURAL MATTER** Standing Orders were resumed at 7.32pm.

25/22 **MATTERS RAISED IN PARISH ASSEMBLY AND PUBLIC OPEN FORUM** Council was not aware of anything in respect of the old Duchy sawmill in Cloughton Woods.

26/22 **REPORTS**

- a) **Police:** Report on April incidents had been emailed to councillors 6/5/22. Report **received & noted** that fraud phone calls are increasingly a problem. County Cllr. Bastiman suggested fraud calls be reported to Trading Standards since they were have considerable success with prosecutions of such phone calls.

- b) **County:** County Councillor Bastiman was congratulated on being re-elected to the new "Scalby and the Coast" ward. He reminded Council this was for a 5 year term (1 year to the County council and then 4 years to the Unitary Authority). A meeting to agree membership of the Executive and Committees would take place later this week. The first meeting of the Executive would take place next week at which they were likely to sign an Order which prevented the seven District and Borough Councils from entering into certain transactions which would impact the new Unitary Authority.

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

At this point (7.42pm) County Cllr. Bastiman left the meeting.

- d) **Parish:** Cllr. Baker reported someone was sleeping in a van on Newlands Road. Cllr. Ford reported excessive speed of traffic on Newlands Road continued to be a problem. Cllr. Mrs Staveley reported the mosaic Trail Creation Workshops were going very well. She also reported a Jubilee Tea was planned for 4th June in the church hall and playground and asked if the Parish Council would make a donation to costs. It was **agreed** a donation of £250 be made to Cloughton Village Fund (Cllrs. Baker and Ford to do the online approval once the Clerk had raised the payment). Cllr. Couch reported the new gate and fence had been installed in the playground and the problem with the roundabout seemed to have been addressed by Kompan.
- e) **Clerk:** All seats/picnic tables via SBC's Welcome Back funding had now been delivered. Clerk to get price for installation (and proceed if under £300).

27/22 UPDATES ON ITEMS RAISED AT LAST MEETING

- a) Noticeboard [*Minute 9/22b) refers*] – Cllr. Couch & Clerk had found a place on the Reading Room wall where it could be fixed. **Agreed** Clerk to order a 6xA4 man-made timber noticeboard (landscape wallmount with header, cost approx. £707 +VAT and delivery) and get a price for fixing;
- b) Defibrillator [*Minute 9/22c) refers*] – Cllr. Ford confirmed the cabinet in which the Defib was to be located would be locked (for insurance purposes). Details are being finalised and he will report to the June meeting. A formal letter of thanks is to be sent to the person who made the donation.

28/22 CORRESPONDENCE

- a) National Park Parish Member Elections on 14/6/22- **agreed** nobody wished to be nominated to represent the Coastal Area.
- b) Correspondence received after 8/5/22 & requiring a response before next meeting – none.

29/22 PLANNING MATTERS

- a) **Applications received:-**
- 1) NYM/2022/0085 Alterations to attached outbuilding to facilitate use as additional living accommodation at North End House, Hayburn Wyke – **agreed** no objections.
- b) **Decisions received & noted:-** None.
- c) **Planning matters received after 8/5/22:-** None.
- 1) NYM/2022/0303 Use of land as glamping site consisting of 4 bell tents and a 20 pitch camp site at The Hulley's, Newlands Road – **agreed** support the principle of the proposal but strong concerns re. highways access/visibility.
 - 2) NYM/2022/0306 Non-material amendment to NYM/2020/0996/FL so as to allow enlargement of approved dormer window at Seagrove (previously Little Pastures), Hood Lane – **granted**.

30/22 FINANCE & REGULATORY MATTERS

- a) 2021/22 Accounts – **received & approved**; Chairman **authorised** to sign;
- b) 2020/21 Annual Return (*circulated with agenda*) – 1] **received & noted** Annual Internal Auditor's Report; 2] Section 1 Annual Governance Statement **completed** & Chairman **authorised** to sign; 3] Section 2 Accounting Statements **approved** & Chairman **authorised** to sign; 4] documents necessary to ensure compliance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities to be published on the Parish Council's website.

- c) Insurance – to note this fell due for renewal on 1/6/22. Current insurers had quoted a renewal premium of £1,382-41 (a 94% increase). Clerk had sought alternative quotes. **Agreed** 1] to insure with Zurich Municipal on a 3 year Long Term Agreement at an annual premium of £766-51 and 2] Cllrs. Baker and Staveley to authorise online payment once it had been created by Clerk.
- d) Standing Order to pay Clerk's wages – **noted** this had needed adjustment and the existing standing order had been amended to pay £167/month on the 15th day monthly commencing 15th May 2022 (amended sum authorised by Cllrs. Chapman and Hugill).
- e) Standing Order to N. Barnes - a new standing order in payment for the current year's grass cutting etc (set up as £425 payable 20th day monthly from 20th May 2022 to 20th December 2022 inclusive was **approved**, Cllrs. Baker and Staveley to do online authorisation.

31/22 **ACCOUNTS TO CERTIFY**

R. Carey	Internal audit 2021/22	£30-00
St. Mary's Church	Contribution to churchyard maintenance 22/23	£234-36
B&C Village Hall	Contribution to ground maintenance 22/23	£700-00
Kompan	Additional playground gate & fencing	£1,857.90

Agreed invoices be **approved** for payment, Cllrs. Baker and Staveley to do the online authorisations.

32/22 **NEXT MEETING**

Agreed 6th June 2022, St. Mary's Church Hall.

There being no further business, the Chairman declared the meeting closed at 8.56pm.

**MINUTES OF ANNUAL ASSEMBLY OF CLOUGHTON PARISH HELD IN ST. MARY'S
CHURCH HALL ON 16th MAY 2022 AT 7.00PM**

Present & able to vote as on electoral roll for parish:

Cllr. P Couch (Chairman of Cloughton Parish Council)
D Baker, M Brooks, D Ford, S Staveley

In attendance but unable to vote as not on electoral roll for parish:

M. Kitching, D Bastiman (from 7.09pm), Mrs J Marley – Clerk to the Parish Council
(minute taker)

A1/22 ELECTION OF CHAIRMAN – Not necessary as Chairman of the Parish Council present.

A2/22 APOLOGIES FOR ABSENCE – **Received** from D. Readman (prior commitment).

A3/22 MINUTES

Having been previously circulated, the minutes of the Annual Assembly of 3rd May 2021, having been confirmed as accurate at a Parish Council meeting held on 6th September 2021, Minute 42/21 refers, were **approved**.

A4/22 CHAIRMAN'S REPORT

A written report had been submitted by Cllr. Couch. Coronavirus continues but most restrictions have been lifted and things are getting back to some kind of normality. The playground has finally been re-developed and is proving extremely popular. The Christmas Lights Competition had again proved popular. The annual village pantomime had been well attended.

A5/22 OTHER REPORTS

Burniston & Cloughton Village Hall Maria Kitching outlined some of the work which had been done to improve the hall and surroundings – the bridges were all to be replaced, 400 trees had been planted, an outdoor table tennis table, new seating and picnic benches had been installed, two of the tennis courts were to be renovated and the third was to become a multi-use games (this work to take place in the next year). Phase 3 was a skatepark and fundraising was going ahead for that. A Youth Club has begun once more – Thursdays this time. There was to be a Jubilee Fun Day on 19th June area at which a tree in memory of Michael Pitts (Committee Chairman for many years) was to be planted.

A6/22 PUBLIC OPEN FORUM

No matters raised.

There being no further business, the Chairman declared the meeting closed at 7.20 pm.

Paul Couch, Parish Council Chairman
8th May 2023