

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

St. Mary's Church Hall

Monday 5th June 2023 at 7.30pm

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 3rd May 2023 *[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. Reports/updates to receive (as available) & agree action as appropriate – Police, Unitary, Parish, Clerk - not to exceed 30 minutes in total.
7. Draft minutes of 2023 Parish Assembly *(enclosed)* to confirm as accurate.
8. Updates on matters raised at previous meetings:-
 - a) Gate on the footpath through the Uttriss Field *[Minute 8/23c) refers]* – to note this has now been repaired.
 - b) Repairing vandalised playground fencing *[Minute 27/23a) refers]* – to note Clerk has sent all relevant paperwork to Council's insurers as it is likely the fencing is covered by our insurance.
 - c) Flagpole *[Minute 27/23b) refers]* – to note an agreement with the Duchy has now been completed.
9. Correspondence:-
 - a) To receive & note -memo from Clerk to all councillors *[enclosed, emailed to councillors 10/4/23]* regarding the significance for Cloughton Parish of the Section 106 agreements attached to planning consent 21/02412/FL in Burniston.
 - b) Training *(enclosed)* on powers, policies and procedures, Wed 14th June, 3.45-6.15pm at Newby & Scalby Town Council Hub – to agree how many people are attending.
 - c) Emails from parishioner regarding use of paddock at top of Ranter Lane – to receive Clerk's report and agree action as appropriate.
 - d) Correspondence received after 31/5/23 requiring a response before next meeting.
10. Planning Matters:-
 - a) Applications Received – none at preparation of agenda;
 - b) Decisions received to note:-
 - 1) Erect dormer bungalow following demolition of existing bungalow, The Haven, Whitby Road – withdrawn.
 - c) To agree comments/note any planning matters/decisions received after 31/5/23.
11. Finance & Regulatory Matters – none at preparation of agenda.
12. Accounts to Authorise for online payment:- Cllr. Staveley (via NYC Locality grant - to pay for Coronation celebration invoices) £350-00; Zurich (23/24 insurance) £841-91; Duchy of Lancaster (Quiet area rent to 23/6/24) £60-00; Harrisons Glassfibre Flagpoles Ltd (new flagpole) £638-40.

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
31st May 2023

**MINUTES OF ANNUAL MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST.
MARY'S CHURCH HALL ON TUESDAY 3rd MAY 2023 AT 7.10PM**

Present: Councillor P Couch (Chairman), Councillors D Baker, P Bleasdale, M Brooks, D Readman, S Staveley.

1 member of public, Mrs J Marley (Clerk to Council)

Absent: Cllr. D Ford, North Yorkshire Unitary Cllr. D Bastiman

15/23 **ELECTION OF PARISH COUNCIL CHAIRMAN** **Resolved** Cllr. Couch be elected Chairman for the forthcoming year.

16/23 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Received Cllr Couch's signed declaration of acceptance of office, countersigned by the Clerk as Proper Officer.

17/23 **ELECTION OF VICE CHAIRMAN**
Resolved Cllr. Baker be elected Vice Chairman for the forthcoming year.

18/23 **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
Friends of the Railway	Cllr. Couch
CAP Group	Cllr. Baker

19/23 **APOLOGIES:-** **Received & accepted** from Cllr. D Ford (work commitment), NYU Cllr. Bastiman (NYC business).

20/23 **DECLARATIONS OF INTEREST:** None.

21/23 **MINUTES**
Having been previously circulated, the minutes of the meeting of 3rd April 2023 were **approved** as an accurate record & authorised for signature by the Chairman.

22/23 **PROCEDURAL MATTER** The meeting was adjourned at 7.16pm to allow the public open forum.

23/23 **PUBLIC OPEN FORUM** No matters raised.

24/23 **PROCEDURAL MATTER** Standing Orders were resumed at 7.16pm.

25/23 **MATTERS RAISED IN PARISH ASSEMBLY AND PUBLIC OPEN FORUM** None.

26/23 **REPORTS**

- a) **Police:** the report for incidents during April had been emailed to councillors on 3/5/23 and was **received**.
- b) **Unitary:** Clerk read report from NYU Cllr. Bastiman – his portfolio now covered Economic Development, Regeneration, Planning, Tourism, Harbours and Broadband – this meant he was a lot busier and could be anywhere in North Yorkshire. As a result it would be a lot more difficult for him to attend our meetings but he was only a phone call or email away if there was a problem.
- c) **Parish:** Cllr. Baker said the gullies and noisy manhole he'd reported last month had now been dealt with. Cllr. Mrs Staveley reported 1] the link footpath on West Lane had now been repaired; 2] the railings on the ramp behind the church rooms were being repaired this coming week; 3] the yellow van was now parking in Granary Way; 4] preparations were in hand for the Coronation celebrations. Cllr. Mrs Readman reported the gully outside her house was blocked solid.
- d) **Clerk:** No matters to report.

27/23 **UPDATES ON MATTERS RAISED AT PREVIOUS MEETINGS:-**

- a) Repairing vandalised playground fencing [*Minute 9/23b*] **Noted** fencing had been repaired, invoice in sum of £683+VAT be authorised for payment, online authorisation to be done by Cllrs. Baker and Staveley.

- b) Flagpole [*Minute 9/23d) refers*] – **noted** 1] Duchy had agreed to our proposed location at a cost of £1/year (invoice pending of £1 authorised for payment); 2] a 6metre tiltover flagpole had been delivered (invoice pending in region of £500+VAT authorised for payment); 3] site meeting had taken place with S. Speight who would carry out installation of concrete foundation block; 4] Chairman and Clerk authorised to sign agreement with Duchy.

28/23 **CORRESPONDENCE**

- a) Correspondence received after 24/4/23 & requiring a response before next meeting – Locality Grant form from NYC offering a £350 grant (from Cllr. Bastiman's allocation) towards food and hall hire for Coronation celebrations. Council authorised Chairman and Clerk to accept grant & sign on its behalf.

29/23 **PLANNING MATTERS**

a) **Applications Received & Appeals Notified:-**

1. Appeal submitted against refusal of 22/01517/FL, erect 1no. dwelling on land at The Old Mill, Mill Lane – **noted & agreed** no additional comments to be submitted.

b) **Decisions received:** – none.

c) **Planning matters received after 24/4/23:-** none.

30/23 **FINANCE & REGULATORY MATTERS**

- a) 2022/23 Accounts – **received & approved**; Chairman **authorised** to sign;
b) 2022/23 Annual Return (*circulated with agenda*) – 1] Certificate of Exemption **approved**; 2] Annual Internal Audit Report **received & noted**; 3] Annual Governance Statement (Section 1) **completed** & Chairman **authorised** to sign; 4] Accounting Statements (Section 2) **approved** & Chairman **authorised** to sign; 5] 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) Standing Order to pay Clerk's wages – **noted** this had needed adjustment and the existing standing order had been amended to pay £177/month on the 15th day monthly commencing 15th May 2023. **Approved & agreed** Cllrs. Baker and Staveley to do online authorisation.
d) 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 2023 to 20th December 2023 inclusive was **approved & agreed** Cllrs. Baker and Staveley to do online authorisation.
e) Parish Council website – **agreed** as the planning authorities now maintained details online there was no longer a need to continue to maintain the parish council's planning page. Clerk to make necessary changes.
f) Schedule of meetings till May 2024 [*list circulated with agenda*]. **Agreed** meetings to be held St. Mary's Church Hall commencing 7.30pm (unless otherwise stated) on 5/6/23, 3/7/23, 4/9/23, 2/10/23, 6/11/23, 4/12/23, 8/1/24, 5/2/24, 4/3/24, 1/4/24 (start not before 7.10pm), 13/5/24. Clerk to place Schedule on noticeboard.

31/23 **ACCOUNTS TO CERTIFY** – Having been previously notified/agreed, the following were approved for payment via online banking (Cllrs. Baker and Staveley to do the online authorisation within 24 hours):-

R. Carey	Internal audit 2022/23	£30-00
St. Mary's Church	Contribution to churchyard maintenance 23/24	£254-98
B&C Village Hall	Contribution to ground maintenance 23/24	£700-00
YLCA	22/23 membership	£311-00
BT Fencing	Playground fencing replacement	£819-60

There being no further business, the Chairman declared the meeting closed at 7.53pm.

**MINUTES OF ANNUAL ASSEMBLY OF CLOUGHTON PARISH HELD IN ST. MARY'S
CHURCH HALL ON TUESDAY 3rd MAY 2023 AT 7.00PM**

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

Cllr. P Couch (Chairman of Cloughton Parish Council)
D Baker, P. Bleasdale, M Brooks, R Heath, D Readman, S Staveley

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

Mrs J Marley – Clerk to the Parish Council (minute taker)

A1/23 ELECTION OF CHAIRMAN – Not necessary as Chairman of the Parish Council present.

A2/23 APOLOGIES FOR ABSENCE – **Received** from D. Ford (prior commitment).

A3/23 MINUTES
Having been previously circulated, the minutes of the Annual Assembly of 16th May 2022, having been confirmed as accurate at a Parish Council meeting held on 6th June 2022, [*Minute 43/22a) refers refers*], were **approved** & signed by the Chairman.

A4/23 CHAIRMAN'S REPORT
A written report had been submitted by Cllr. Couch. Coronavirus was now receding into the background. In July there had been the Platinum Jubilee celebrations for 75 years of the reign of Her Majesty Queen Elizabeth II followed by her death in September and the Coronation of King Charles III was to take place in a few days time.
The playground continued to prove extremely popular. The Parish Council had decided not to hold a Christmas Lights Competition due to the impact of inflation and high cost of living but parishioners did the village proud with lights and decorations. The annual village pantomime had been well attended.

A5/23 OTHER REPORTS None received.

A6/23 PUBLIC OPEN FORUM
No matters raised.

There being no further business, the Chairman declared the meeting closed at 7.07 pm.

Paul Couch, Parish Council Chairman
DATE TO BE ANNOUNCED IN 2024

Cloughton Parish Council

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299
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MEMO TO ALL COUNCILLORS FROM THE CLERK

10th April 2023

Planning application 21/02412/FL in Burniston and its Section 106 money

Afternoon Councillors – this is what I would call an “informative” – I’m making you aware of something before it goes on a future agenda for formal noting.

Planning application 21/02412/FL for the erection of 50 dwellings with associated open space, car parking and vehicular access to the rear on land to the rear of The Grange, 35 High Street, Burniston was granted by Scarborough Borough Council on 2nd March 2023. The initial groundworks on the site have already commenced, as some of you may have noticed as you have gone past Burniston Post Office.

While the development is not in Cloughton Parish, councillors need to be aware of it since the decision has relevance to the parish.

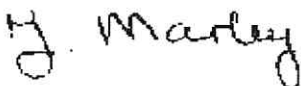
As part of the decision, a Section 106 agreement between the developer and the Borough Council was signed. A Section 106 agreement is an agreement between a developer and a local planning authority about measures that the developer must take to reduce the impact of their development on the community. A section 106 agreement is designed to make a development possible that would otherwise not be possible, by obtaining concessions and contributions from the developer. It forms a section of the Town and Country Planning Act 1990.

When Scarborough Borough Council ceased to exist at midnight on 31/3/2023, all agreements transferred across to North Yorkshire Unitary Council.

There are three clauses in the Second Schedule of the agreement which are of significance for Cloughton Parish since they require the developer to pay sums of money (for specific purposes) to the planning authority:-

- Clause 2] £48,216-40 towards the provision of and/or upgrading of children’s play facilities within the parishes of Burniston and Cloughton;
- Clause 6] £23,165-03 towards the provision of and/or upgrading of parks, gardens and/or green spaces within the parishes of Burniston and Cloughton;
- Clause 7] £29,296-80 for the provision/upgrading of outdoor sports facilities in the vicinity of the development;

Clearly Clauses 2 and 6 have more relevance for Cloughton than Clause 7. Broadly speaking the money in each of these clauses is paid along the lines of half when no more than 12 houses are occupied and the remaining half when no more than 25 dwellings are occupied. Who gets how much is determined by the planning authority at the time the other conditions are satisfied



J Marley (Mrs), CiLCA
Clerk to Council



**YORKSHIRE LOCAL COUNCILS ASSOCIATIONS
SCARBOROUGH BRANCH
TRAINING EVENT
ON WEDNESDAY, WEDNESDAY, 14 JUNE 2023
3.45PM - 6.15PM**

**COST: £37.00 PER DELEGATE (OR £18.50 WITH
SMALL COUNCIL BURSARY**

**TO BE HELD AT: NEWBY AND SCALBY COMMUNITY
HUB, 445B SCALBY ROAD, NEWBY, SCARBOROUGH,
YO12 6UA.**

THE BRANCH MEETING WILL FOLLOW AT 7.00PM

**We are running this 2.5 hour training session
for members of the Scarborough Branch. We
will cover powers, policies and procedures,
ensuring that the council acts lawfully.**

**To register for the training please complete
the attached booking form and return it to:
admin@yorkshirelca.gov.uk**

**There will be refreshments when you arrive and at the end
of the training light refreshments including sandwiches**

If you have any questions about this training please do not hesitate to contact us. We look forward to seeing you on the 12 June 2023.

Yours sincerely
Joy Morgan
ADMINISTRATION OFFICER