

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.