

**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) refers*]. **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.