

**MINUTES OF ANNUAL MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST.
MARY'S CHURCH HALL ON MONDAY 12th MAY 2024 AT 7.13PM**

Present: Councillor P Couch (Chairman), Councillors D Baker, K Fanthorpe, D Ford, S Staveley.

North Yorkshire Unitary Cllr. D Bastiman (left 7.34pm). Mrs J Marley (Clerk to Council).

Absent: Cllr. P Bleasdale.

13/25 **ELECTION OF PARISH COUNCIL CHAIRMAN** **Resolved** Cllr. Couch be elected Chairman for the forthcoming year.

14/25 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Received Cllr Couch's signed declaration of acceptance of office, countersigned by the Clerk as Proper Officer.

15/25 **ELECTION OF VICE CHAIRMAN**
Resolved Cllr. Baker be elected Vice Chairman for the forthcoming year.

16/25 **ELECTION/CONFIRMATION OF REPRESENTATIVES/OFFICERS**
Representatives/officers were **agreed** as follows:

YLCA	Cllr. Fanthorpe
Coastal Forum	Cllrs. Baker & Bleasdale
Heritage Coast	Cllr. Ford
Scarborough & District Sports Council	Cllr. Couch
Burniston & Cloughton Village Hall	Cllr. Staveley
Friends of the Railway	Cllr. Couch

17/25 **APOLOGIES:-** **Received** and reason of prior commitment **accepted** from Cllr. Bleasdale.

18/25 **DECLARATIONS OF INTEREST:** None.

19/25 **MINUTES**
Having been previously circulated, the minutes of the meeting of 7th April 2025 were **approved** as an accurate record & authorised for signature by the Chairman.

20/25 **PUBLIC OPEN FORUM** No public present.

21/25 **MATTERS RAISED IN PARISH ASSEMBLY AND PUBLIC OPEN FORUM** None.

22/25 **REPORTS**

- a) **Police:** the report for incidents during April had been circulated with the agenda and was **received**.
- b) **Unitary:** Cllr. Bastiman reported on 1] national changes to recycling rules for businesses with more than 10 employees; 2] the creation of a new Local Plan for the whole of North Yorkshire had begun and a call for submission of sites would take place from 19th May until July; 3] a target of 4,000 new houses a year had been set; 4] there were proposals to increase delegation of planning decisions to officers. Cllr. Bastiman then left the meeting.
- c) **Parish:** Cllr. Fanthorpe had attended the NYMNP Coastal Forum where the fracking proposals had been mentioned although not on that meeting's agenda (Clerk to send copies of this Council's objections to the NYMNP and Cllr. Bastiman). She also reported the postbox on Station Lane had been replaced. Work was ongoing with Community Speedwatch with a view to identifying suitable local locations for checks to be carried out. Cllr. Baker had also attended the Coastal Forum where other items discussed had included biodiversity and peat restoration. Cllr. Staveley reported the pavement on West Lane was becoming unsafe – she would forward photos to the Clerk for onward transmission to Highways. Items raised by Cllr. Couch included damaged Mill Lane street nameplate (pass to Highways), seats on the cinder track (pass to ranger), possible unauthorised development on Station Lane (refer to NYMNP)
- d) **Clerk:** No matters to report.

23/25 UPDATES ON MATTERS RAISED AT PREVIOUS MEETINGS:-

- a) **External painting of Playgroup building** [*Minute 95/24c* refers]. **Resolved** price of £320 submitted by M Eyres be accepted. Clerk to inform contractor.

24/25 CORRESPONDENCE

- a) Email from parishioner re. fires (possibly started by overnight campers) at Salt pans parking area [*Minute 81/23* refers] – **resolved** to monitor situation and ask NYM ranger service if some “no fires” signs could be erected.
- b) Email from parishioner re. speed of traffic on Mill Lane – to receive & agree action as
- c) Correspondence received after 3/5/25 & requiring a response before next meeting – none.

25/25 PLANNING MATTERS

- a) **Applications Received & Appeals Notified:-** none.
- b) **Decisions received:-**
1. ZF25/00036/HS Erect single storey rear extension, demolish existing garage and stores, erect single storey side extension to form annexe/holiday let, 17 Station Lane – **granted with conditions**.
- c) **Planning matters received after 3/5/25:-** none.

26/25 FINANCE & REGULATORY MATTERS

- a) 2024/25 Accounts (*circulated with agenda*) – **received & approved**; Chairman **authorised** to sign;
- b) 2024/25 Annual Return (*circulated with agenda*) – 1] **Resolved** Certificate of Exemption be **approved**; 2] **Resolved** Annual Internal Audit Report be **received & noted**; 3] **Resolved** Annual Governance Statement (Section 1) be **completed** & Chairman **authorised** to sign; 4] **Resolved** Accounting Statements (Section 2) be **approved** & Chairman **authorised** to sign; 5] **Resolved** public inspection period to be 3/6/25 to 14/7/25 inclusive and 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 as necessary.
- c) Schedule of meetings till May 2026 [*list circulated with agenda*]. **Resolved** meetings to be held St. Mary’s Church Hall commencing 7.30pm (unless otherwise stated) on 2/6/25, 7/7/25, 1/9/25, 6/10/25, 3/11/25, 1/12/25, 5/1/26, 2/2/26, 2/3/26, 13/4/26, 11/5/26. Clerk to place Schedule on noticeboard.
- d) 2025 grass cutting – to authorise standing order to be set up (monthly sum to be notified at meeting) – **resolved** defer to next meeting as sum not to hand.
- e) 2025/6 insurance – **noted** renewal for a three year long term agreement would be £910-67 (currently £886-92) and **resolved** payment of £910-67 be authorised for online payment by Cllr. Baker and Ford.
- f) **Noted** a replacement Internal auditor would be required for the current financial year as Mr Carey had retired – **resolved** Clerk to look at alternatives and report to future meeting.

27/25 ACCOUNTS TO CERTIFY – Having been previously notified/agreed, the following were approved for payment via online banking (Cllrs. Baker and Ford to do the online authorisation within 24 hours):-

R. Carey	Internal audit 2024/25	£30-00
St. Mary’s Church	Contribution to churchyard maintenance 25/26	£278-10
B&C Village Hall	Contribution to ground maintenance 25/26	£725-00

There being no further business, the Chairman declared the meeting closed at 8.50pm.