

FLAMBOROUGH PARISH COUNCIL

P R E S E N T:-

Councillors P Couzens, J Crossland, V Leppington, D Major, C Taylor and T Traves.

Also in attendance: Ward Councillors M Heslop-Mullins, J Phoenix and T Robson and seven members of the public.

Clerk to the Council: Mrs B Clark.

29-25 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors S Crossland, A Hanson and F Holt. As the Chair and Vice Chair were both absent, the Clerk invited nominations for a Chair to preside the meeting. A motion was proposed for Cllr T Traves to take the Chair which was seconded prior to a unanimous vote.

RESOLVED: that Cllr T Traves was elected Chair for this meeting.

Cllr T Traves (in the Chair)

30-25 DECLARATION OF INTERESTS / DISPENSATIONS

RESOLVED: a) that Cllr Couzens declared an interest in finances and would not participate in this item;

b) that no dispensations were requested.

31-25 PUBLIC PARTICIPATION SESSION (15 minutes)

Members of the public raised the following:

- The footpath in the field off Stylefield Road required repair and a member of the public advised that they had complained to the District Council regarding the matter. Cllr P Couzens advised that the works had been scheduled by Countryside Access.
- It was noted that some of the contact details for the Clerk that were being displayed on Google were for the previous Clerk. The Clerk advised that the contact number and email address was up to date as this had been handed over from the previous Clerk. The address on Google maps was out of date and the Clerk would try to contact Google to rectify the address on the Google Maps listing.
- A member of the public had tried to contact the Clerk, and the Clerk would contact the member of the public following the meeting.
- It was noted that the bus service was often full and not able to collect all passengers that were waiting. It had been discussed previously that East Yorkshire Motor Services had stated that they required a significant amount of time to alter services however, an additional service had been added for staff to travel to Thornwick Bay Caravan Park. This would be added as an agenda item for the next meeting for discussion.

- RESOLVED:
- a) that the Clerk contact Google Maps regarding the address on the map listing for Flamborough Parish Council;
 - b) that the Clerk would contact a member of the public following the meeting;
 - c) that the bus service be added as an agenda item for the next meeting.

32-25 MINUTES

- RESOLVED:
- a) that the minutes of the Ordinary Parish Council meeting held on 12 May 2025 be approved as an accurate record and authorised for signing;
 - b) that the minutes of the Annual Parish Council meeting held on 12 May be received for information.

33-25 COUNCIL ACTIONS

RESOLVED: that all actions had been completed.

34-25 REPORT OF THE CLERK

The Clerk provided a verbal update on the following:

- Correspondence had been received regarding an incident of litter and glass bottles on the playground on the village green. The Clerk had discussed this prior to the meeting with Cllr V Leppington who completed weekly playground inspections and litter was not usually a problem however, the council would continue to monitor the situation as part of regular inspections.
- A query had been received regarding use of the Woodcock Memorial Playing Fields for a wedding. Councillors advised that the member of the public would need to contact the Sports Club Trust as availability would depend on their fixtures.
- Following approval for the change of the Parish Council's energy supplier at the previous meeting, the Clerk advised that the new energy provider would be Yu Energy. The council had been offered a zero standing charge and as the kiosk had very little usage, this would result in a significant saving for the council.
- Correspondence had also been received regarding overflowing litter bins in the car park behind of the East Riding Library. The Clerk had reported this to the district council.
- The hand dryer in the gent's public toilet had been reported as constantly on. The fuse had been removed and the Clerk would order a replacement hand dryer.

- RESOLVED:
- a) that a verbal update from the Clerk was received;
 - b) that litter would continued to be monitored as part of ongoing playground inspections;

- c) that the Clerk would advise the member of the public to contact the Sports Club Trust regarding use of Woodcock Memorial Playing Fields;
- d) that the Clerk would order a replacement hand dryer for the gent's public toilet.

35-25 QUESTIONS / REPORTS FROM COUNCILLORS

Councillors noted the following:

- The streetlight on North Marine Road that had previously been reported was still permanently lit.
- A sign had been erected on the church railings for around a year. It had been suggested that the company who had erected the sign had perhaps donated to the church. The Clerk would confirm this with the church.
- The Clerk noted on Cllr A Hanson's behalf thanks to Nigel Holt and Councillors F Holt, A Hanson and T Traves for filling the planters around the village.
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RESOLVED: a) that the Clerk chase repair of the faulty streetlight;
b) that the Clerk confirm with the church if a donation had been made in lieu of erecting a sign on the railings.

36-25 PLANNING APPLICATIONS

RESOLVED: that no planning applications had been received for consideration.

37-25 ACCOUNTS

RESOLVED: that the May 2025 Schedule of Transactions was approved.

38-25 ANNUAL INTERNAL AUDIT REPORT 2024/25

All items had been signed off on the Annual Internal Audit Report 2024/25. It was noted that the internal auditor had recommended that the council completed an up-to-date risk assessment however, the internal auditor was satisfied that the relevant policies that were in place demonstrated risk assessment in their own right.

RESOLVED: that the council would complete an up-to-date risk assessment.

39-25 AGAR SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2024/25

RESOLVED: that the Annual Governance Statement 2024/25 was approved.

40-25 AGAR SECTION 2 – ACCOUNTING STATEMENT 2024/25

RESOLVED: that the Accounting Statement 2024/25 was approved.

41-25 SCRIBE SOFTWARE ACCOUNTS PACKAGE

Following an action agreed at the previous meeting to arrange a product demonstration with Scribe for their accounting software, the Clerk and

Cllr A Hanson had attended a zoom meeting with a Scribe representative. In Cllr Hanson's absence, the Clerk read the following statement on her behalf:

After Becky and I attended the meeting with representative of Scribe, feel this is the way forward. The system makes efficient use of the Clerks time and takes out the element of human error. I feel we need to move forward with the times as the audit, the banking and most of the contractors use paperless systems i.e. online and this makes for a better system all round.

RESOLVED: a vote was cast by show of hands and by unanimous vote, the implementation of Scribe Software accounting package was approved.

42-25 TREES: WOODLAND TRUST

Correspondence had been shared with Councillors prior to the meeting regarding a proposal from The Woodland Trust to utilise free trees in Flamborough.

Some Councillors had concerns regarding a similar scheme that had been utilised in Bridlington that had been unsuccessful. There were also concerns regarding an increase in maintenance costs to areas such as the village green as more trees would make it more time and financially costly to cut and maintain.

A representative from the Woodland Trust was in attendance as a member of the public and was invited to provide further information. It was agreed that the item would be added to the next agenda for further discussion.

RESOLVED: that trees be added as an agenda item for discussion at the next meeting.

43-25 CORRESPONDENCE

The following correspondence was noted as received:

- An email from a member of the public running a craft fair requesting permission to put up a sign (forwarded 20 May 2025).

Due to the timing of the correspondence, this had been shared with Councillors prior to the meeting, who had no objections to the member of the public putting up a sign to advertise the craft fair.

RESOLVED: that the correspondence was noted as received.

44-25 FUTURE MEETINGS

RESOLVED: that the date and time of future meetings was noted:

Monday 7 July 2025 at 7.30pm;
Monday 1 September 2025 at 7.30pm;
Monday 6 October 2025 at 7.30pm;
Monday 3 November 2025 at 7.30pm;
Monday 1 December 2025 at 7.30pm.

There being no further business, the meeting closed at 8.20pm.

Chair's Signature – 7 July 2025