

## FLAMBOROUGH PARISH COUNCIL

### MINUTES OF A MEETING OF THE PARISH COUNCIL ON 1<sup>ST</sup> JULY 2019 At 7.30 PM, WI HALL, FLAMBOROUGH

**Present:** Councillors J Crossland (in the Chair), S Crossland, A Hanson, F Holt, V Leppington, D Major, M Sexton, C Taylor, T Traves.  
Libby Woodhouse recorded the Minutes  
Victoria Exon, Acting RFO  
14 members of the public

#### **53/19 To receive apologies for absence:**

Apologies were received from ERYC Ward Councillor Chadwick

#### **54/19 Code of Conduct:**

- (a) **To record Declarations of Pecuniary/non-Pecuniary Interests by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared:**

Councillor Holt declared a pecuniary interest in agenda item 8(b) as she had business/financial interests on the site.

- (b) **To note dispensations given to any member of the Council in respect of agenda items below:**

There were no dispensations

#### **55/19 Public Participation Session (15 minutes):**

**A member of the public** – gave a detailed report on his objection to planning applications on the agenda. He explained his reasons and asked that the Council consider them

**A member of the public** – asked about pecuniary interests. The Temporary Clerk gave a brief explanation regarding the Code of Conduct and how it works. Declarations of Interests are the responsibility of individual Councillors.

**A member of the public** – asked whether the Council had written to EYMS about the bus service to North Landing. The Temporary Clerk had written but had not yet received a response.

**PCSO Liz Smith** – reported on current issues she is dealing with in the village.

- At Danes Dyke there is an issue with vehicles reversing out of the entrance onto the busy main road – there had been an accident last year and a lot of potential incidents. She had asked ERYC to consider putting no reversing signs and cut back the foliage.
- The yellow line parking restriction on North Marine Road on the brow of the hill was causing problems as there was no adherence to the signs. She had contacted ERYC to come and issue tickets and do some enforcement.
- There was a problem with parking on West Street at the junction with the main road that she is looking into as this is causing problems for vehicles turning out of and into West Street.
- There is a problem with quad bikes from Water Lane to Danes Dyke.
- There are problems with young people congregating behind the pavilion at the Sports Field
- There is a problem with vehicles gathering at Flamborough Head at night for reasons which are not appropriate.
- There is still a problem of young people speeding on Lighthouse Road – there had recently been a car accident. The Special Constabulary have been tasked to come to Flamborough to help.

**56/19 To approve Minutes of Parish Council Meeting of 3<sup>rd</sup> June 2019 (attached)**

**Resolved:** that the Minutes of this meeting are approved and signed as a true and correct record.

**57/19 Clerk's Report and Report from RFO (reports attached or to follow):**

**Clerk's Report:**

**Temporary Clerk** - Had an operation that the Council were previously aware of on 13<sup>th</sup> June 2019, the timing of which led to the postponement of the recruitment process and administrative work of the Council. The Acting RFO, Victoria Exon provided email and admin support in my absence for which I would like to thank her, and also for dealing with Internal Audit queries.

**Small Works Contract Update** - There is no update

**Allotments** - Peter Couzens has cut the grass on all vacant plots at the allotments. He reported fly tipping on the plot adjacent to the piggeries. Unfortunately, there have not been inspections or administrative work to the allotments due to the Temporary Clerk's sickness absence.

**Village Planters** - these have been planted up by a working group of Councillors.

**Insurance** - This has been checked and is in place for volunteers.

**Bus Service to North Landing (resident's query at a recent meeting)** - An email has been sent to EYMS and an acknowledgement received - they are looking into it.

**Hours of Work (June)** – Temporary Clerk - 30; Acting RFO – 17.

**Acting RFO Report**

The Year End Audit has now been completed, there are a few matters arising and recommendations to work through but all things considered it was not too bad!

**Day to Day Bookkeeping** - Excel Spreadsheet documents for recording of Receipts and Payments, Bank Reconciliations and Budget Monitoring have been prepared for the 2019/2020 Financial year and the financial transactions have been inputted up to date. Bank Reconciliations for April and May have been produced and properly balanced. Copies have been provided to this meeting. A Budget Monitoring report has been produced at 30<sup>th</sup> June. (Only one this quarter as the focus has been on catching up to date with all paperwork). Moving forward these will be produced and submitted to council monthly.

**Banking** - Cllrs Crossland and Leppington have assisted me greatly in liaising with Barclays Bank (Thank You both). The process to change banking signatories to myself, Cllr Crossland and Cllr Leppington is now underway. The council still needs to undertake this process with the Nationwide where the council's savings account is held. When a new permanent Clerk is in post we will need to undertake this process again to remove me and add the new Clerk.

**Ongoing issues:** - Pensions Scheme – The pension's scheme 'compliance contravention' is still an ongoing issue. Despite numerous attempts to resolve the matter we have been thwarted at every turn. The biggest barrier to resolving this is the Pensions Provider itself (NEST), who have repeatedly flatly refused to speak to me as they do not recognise me as a person with authority to act on the council's behalf. To try to address this I have completed and returned a 'Change of Delegate' Form on 20<sup>th</sup> June, I am yet to receive confirmation and a code which will allow me to log in to the council's online account. This online facility may hold all the answers to our queries. I am told that all payments etc have to go through the online account so we have been so far unable to do anything further to settle the matter.

Libby has recently found a screen shot of some paperwork from November 2018 which instructed the council that no further contributions were due after 1<sup>st</sup> September 2018. This raises another question - why the council has been reported for non-payment of contributions for the period 9<sup>th</sup> October 2018 to 23<sup>rd</sup> October 2018 if no contributions were due after 1<sup>st</sup> September? Until I am given delegate status I cannot get answers to this and a number of other questions BUT I have submitted yet another request for a review to the pensions regulator in light of the new paperwork identified. I have also made the Pensions Regulator very aware of the impossible situation the council finds itself in whilst trying to resolve this issue.

On a positive note, the three yearly 'Declaration of Compliance' which I referred to in my previous report has been successfully completed by the 31<sup>st</sup> May 2019. To avoid any potential errors I contacted the Pensions Regulator and got them to talk me through the entire form to make sure the correct information was inputted!

#### **58/19 Questions/Reports from Councillors and Committee Representatives:**

**Councillor Taylor** – reported an issue on Constable Road where dogs are being left to run around Charlie's Gardens. The Council need to get a sign to say No Dogs.

**Councillor Sexton** – reported an issue with Sat Navs taking large lorries and trailers with caravans on through the centre of the village on High Street.

**Councillor Leppington** – would like to look at highways in general when the new Council has settled in.

**Chairman** – would like to see signs at Danes Dyke saying No Camper Vans and was concerned that the existing signage at the entrance of Danes Dyke was obliterated.

#### **59/19 To note and consider Correspondence:**

- Humberside Police – Bridlington area update for May 2019 – this was noted.

#### **60/19 To consider Planning Applications as listed below:**

- (a) **19/01766/PLF** – Erection of a timber shed for use as a ranger station (retrospective), Thornwick Bay Holiday Village, North Marine Road, Flamborough  
Applicant: Haven Leisure Ltd  
Application Type: Full Planning Permission

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/19/01766/PLF>

**Resolved:** that the Council recommends refusal of this application and requests that it is dealt with by the appropriate committee. The refusal is on the grounds of the detrimental impact to Heritage Coast; that Haven had stated the barn would be the eastern most development of the park; that the applicant should have applied for planning permission in the first place; and to refer ERYC to the recent previous planning application for the ranger station which had been refused.

- (b) **19/01866/STPLF** - Alterations to existing holiday park layout to reduce number of plots from 296 to 278, change of use of land to extend park to provide an additional 316 caravan pitches, creation of caravan display/sales area, formation of nature reserve, restoration of ROC lookout post and creation of public access footpaths  
The Lighthouse Holiday Park Lighthouse Road Flamborough  
Applicant: Flower of May Holiday Parks Ltd  
Application type: Strategic - Full Planning Permission

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/19/01866/STPLF>

Councillor Holt declared a pecuniary interest due to business/financial interests with the site and left the meeting for the duration of this agenda item, did not take part in discussion and did not vote.

**Resolved:** that the Council recommends refusal of the application and requests that this application is dealt with by the appropriate committee. Refusal is on the grounds of the detrimental impact to the Heritage Coast; that the proposals are massive in scale and use comprising overdevelopment and oversaturation of the site with caravans; that the Council does not wish to see any further agricultural land being taken out of use; that the setting of the Lighthouses as Listed Buildings and Important Views will be harmed; and that there is concern that traffic pressure on this road will increase unacceptably and there are already known traffic accidents on this stretch of road. The Clerk is to write a refusal

Councillor Holt returned and resumed the meeting.

**To note Planning Applications Granted Permission by ERYC:** - this was noted.

- (a) 19/00614/PLF – Construction of pitched roof to replace flat roof to front (retrospective), 1 Timoneer Drive, Flamborough. Subject to conditions.

**Application Refused by ERYC:** - this was noted.

- (a) 19/00801/PLF – Siting of Lodge for use as park manager's accommodation, Daneswood Farm Caravan Site, Flamborough Road.

**61/19 Accounts:**

**(a) To approve schedule of accounts for payment for June (attached)**

INV DATE	SUPPLIER	DESCRIPTION	PAYMENT REF	NET	VAT	TOTAL
24/05/2019	Came and Company	Annual Insurance Premium	BACS	£845.83		£845.83
31/05/2019	ERYC	Recruitment Advert	BACS	£50.00	£10.00	£60.00
31/05/2019	Victoria Exon Bookkeeping	May Temporary RFO Cover and Audit Preparation	BACS	£351.03		£351.03
31/05/2019	Mrs E Woodhouse	May Temporary Clerk Cover	BACS	£448.80		£448.80
13/06/2019	Public Sector Audit	Annual Internal Audit	BACS	£545.00		£545.00
05/06/2019	K&V Edeson (c/o Cllr F Holt)	Plants for village planters	BACS	£60.00		£60.00
13/06/2019	MR & KM Couzens	Grasscut No 5	BACS	£262.00	£52.40	£314.40
17/06/2019	MR & KM Couzens	Topping 16 Allotments	BACS	£160.00	£32.00	£192.00
30/06/2019	Staff Salaries	June Salaries	BACS	£264.14		£264.14
30/06/2019	HMRC	PAYE & NIC Month 3	BACS	£65.80		£65.80
30/06/2019	Victoria Mitchell	Balance of hours owed for May (20)	BACS	£280.60		£280.60
17/06/2019	Haven Power	South Sea Rd Electricity	** See note	£70.81	£3.54	£74.35
04/06/2019	Haven Power	Public Conveniences Electricity	DD	£14.80	£0.74	£15.54
				£3,418.81	£98.68	£3,517.49

\*\* V Exon contacted Haven Power to establish why they had taken two payments of £84.00 from the council's bank account which didn't tie up to their invoices. She was informed that the account for South Sea Rd had been set up on a fixed monthly direct debit rather than a whole bill direct debit. She have asked if it can be changed as this will not work for audit purposes as the auditor will need to see payments against invoices. Haven are sending an amendment form to change the payment basis.

In addition there were two further accounts.

- MR & KM Couzens, grass cutting number 6 - £314.40 including VAT
- A Grainger, Small Works Contract - £98 for watering fishermans garden (May/June)

**Resolved:** that these accounts including the extra ones are approved for payment.

**(b) To approve bank reconciliation to 30<sup>th</sup> April 2019 and 31<sup>st</sup> May 2019 and budget monitor (attached or to follow)**

**Resolved:** that the bank reconciliation and budget monitor are approved.

**62/19 To approve the Internal Auditor's Report for year ended 31<sup>st</sup> March 2019 and consider arrangements for the required action (enclosed):**

The Acting RFO and Temporary Clerk explained the work they had already put in place following recommendations given in the report and further work would continue.

**Resolved:** to approve the Internal Auditor's report.

**63/19 To review and approve the updated Asset Register to 31<sup>st</sup> March 2019 (enclosed):**

**Resolved:** Following the Internal Auditor's report, the Asset Register was approved after amendments were made.

**64/19 To review and approve the Risk Register 2019 (enclosed)**

**Resolved:** Following the Internal Auditor's Report, the Risk Register was reviewed and approved.

**65/19 To consider year end accounts to 31<sup>st</sup> March 2019:**

**(a) To approve the year end accounts to 31<sup>st</sup> March 2019 (enclosed):**

**Resolved:** to approve the year end accounts to 31<sup>st</sup> March 2019

**(b) To approve the Annual Return for External Audit Section 1 – Annual Governance Statement 18/19 (enclosed):**

**Resolved:** to approve responses to boxes on the Annual Governance Statement based on the Internal Auditor's report. Explanations will be provided to the external auditors.

**(c) To approve the Annual Return for External Audit Section 2 – Accounting Statements 18/19 (enclosed)**

**Resolved:** to approve the Accounting Statements.

**66/19 To approve the Council's Insurance Policy and Schedule with Came & Company (Inspire - currently a 3 year long term agreement) in the sum of £845.83 (enclosed):**

**Resolved:** to approve the Council's Insurance Policy and Schedule for £845.83 for the following year.

Victoria Exon left the meeting.

**67/19 To report on the Allotments:**

The Temporary Clerk reported that due to illness there had not been any work done towards allotment administration. There were applicants for plots.

**68/19 To receive and consider advice re brown signs for the shops on High Street:**

Ward Councillor Chadwick had reported back to the Chairman. It is possible that there may be signs but it is unlikely these would be brown signs as the criteria would not be met.

**69/19 To approve watering arrangements for Fishermans Gardens:**

**Resolved:** that a volunteer would undertake the watering arrangements for Fishermans Gardens using the water from Cllr Crosslands. Insurance arrangements are in place.

Councillor Leppington abstained from voting.

**70/19 To approve the inspection and maintenance arrangements for the Village Hall defibrillator (enclosed):**

Councillor Major will liaise with Flamborough Victoria Club to ascertain who maintains their defibrillator.

**71/19 To consider a PO Box or post box on the Kiosk:**

This was deferred until a new Clerk is appointed.

**72/19 To consider a policy for new seating (deferred from Feb 2019 and March 2019):**

This was deferred to obtain further information

**73/19 To exclude the press and the public from the meeting on the grounds of the confidential nature of personnel business to be transacted (Public Bodies Admission to Meetings Act 1960):**

**Resolved:** To exclude the press and public from the meeting on the grounds of the confidential nature of the business to be transacted.

**74/19 To approve payment of 20 hours work in May/overtime worked in April for the previous Clerk (£280.60):**

**Resolved:** To approve payment of £280.60 in overtime for the previous Clerk.

Signed ..... Date .....  
Chairman, Flamborough Parish Council

Meeting closed at 8.45 pm