

BURTON AGNES PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

**Minutes of the meeting held at Burton Agnes Sports Club
Monday 22 May 2023 19:30pm**

Those present were:

Parish Councillors

Miss Liz Sellers (Vice Chair)

Mrs Jean Boynton

Mr Chris Palmer

Mrs Su Todd (Clerk)

Guests

Mr Charlie Dewhirst

Mrs Denise Howard

**THIS MEETING WAS NOT QUORATE AND WAS
POSTPONED TO 19 JUNE 2023**

**Minutes of the meeting held at Burton Agnes Sports Club
Monday 19 June 2023 19:00pm**

Those present were:

Parish Councillors

Mr Clive Neale (Chair)

Mrs Jean Boynton

Mr Chris Palmer

Mrs Su Todd (Clerk)

Guests

**THIS MEETING WAS NOT QUORATE AND WAS
POSTPONED TO 26 JUNE 2023**

C. M. Neale

**Minutes of the meeting held at Burton Agnes Sports Club
Monday 26 June 2023 19:00pm**

Those present were:

Parish Councillors

Mr Clive Neale (Chair)

Mrs Jean Boynton

Mr Chris Palmer

Mrs Su Todd (Clerk)

Guests

	ACTIONS
<p>1. Acceptance of apologies for absence Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</p> <p>All councillors were present.</p> <p>2. Declarations of interest, members to declare any interest they may have in agenda items (Disclosable Pecuniary Interests)</p> <p>There were no Declarations of Interest received.</p> <p>3. To receive and sign the minutes of the Full Council meeting held on the 20 February 2023 (circulated 10 May 2023).</p> <p>Agreed by all present as a true record.</p> <p>4. Election of Chairman and Vice-Chairman Mr Clive Neale was proposed as Chair by Mr Chris Palmer, seconded by Miss Liz Sellers, all in favour. Miss Liz Sellers was proposed as Vice-Chair by Mr Clive Neale, seconded by Mr Chris Palmer, all in favour.</p> <p>5. Declaration of Acceptance – Clive Neale Mr Neale signed his Declaration of Acceptance in the present of the Clerk.</p> <p>6. Co-option of Councillors There had been no applications from interested parties to join the Council.</p> <p>7. Planning Planning Applications:</p> <ul style="list-style-type: none"> • 23/00890/TCA – BURTON AGNES CONSERVATION AREA – Fell 1 no. Oak Tree (T1) as it is dead, Fell 1 no. Lime Tree (T2), tree has extensive crown dieback, Crown Reduce 1 no. Lime Tree (T3) by 5m to allow regeneration of new lower canopy and to eliminate high major dead wood in a high foot traffic area. (New pathway proposed underneath.) at Burton Agnes Hall, Hall Road, Burton Agnes for Head Gardener, Burton Agnes Hall Management (circulated via email 29/03/2023). 	

C. M. Neale

Comments Deadline 19 April 2023. No comments received for submission.

- **23/01023/PLF** – Erection of single storey extension to side following demolition of existing at 2 West End Cottages, Main Street, Thornholme for Rachel Ashton (circulated via email 11/04/2023). Comments Deadline 29/04/2023). No comments received for submission.

The above applications were noted with no comments for submission.

Planning Decisions:

- **22/02374/PLF** – Use of paddock for the siting of a caravan, domestic garden in connection with 6 Main Road, erection of an outbuilding/barn and shed (Retrospective Application) at Land East of Stray Cat Cottage, Gransmoor Road, Gransmoor for Mr Anthony Quinn (circulated via email 03/04/2023).

Planning permission refused.

- **22/03319/PLF** – Construction of two external openings to form exterior door and window at front and rear, installation of window to previously bricked up opening at side, alterations including raising of existing dormer windows at rear, replacement of three existing doors, re-instatement of roof cowls to act as roof lanterns and installation of new flue in roof at Stable Block & Coach House, Burton Agnes Hall, Hall Road, Burton Agnes for Burton Agnes Preservation Trust (circulated via email 12/04/2023).

Planning permission granted subject to conditions.

- **22/03320/PLB** – Repairs to the existing roof, gutters and brickwork, removal of internal partition walls throughout including downstairs wall in kitchen, panelled storeroom, ceiling and two staircases, renovation to the existing kitchen and dining areas including removal of section of first-floor structure to create double height space above servery and mezzanine floor, creation of new staircase in café area, provision of WC facilities to existing store, creation of two external openings to form exterior door and window, installation of window to previously bricked up opening, alterations including raising of existing dormer windows, replacement of three existing doors, re-instatement of roof cowls to act as roof lanterns, installation of new flue in roof, removal of Tank Shed and reinstatement of existing wall, replacement of existing tarmac drive, courtyard and area surrounding the Norman Manor with self-binding gravel at Stable Block & Coach House, Burton Agnes Hall, Hall Road, Burton Agnes for Burton Agnes Preservation Trust (circulated via email 12/04/2023).

Planning permission granted subject to conditions.

The above Planning Decisions were noted.

Planning Matters

To discuss and agree any actions with regard to the letter received from Ward Councillors regarding adoption of a planning policy incorporating Climate Change measures (circulated 10/05/2023).

The matter was discussed with no actions required.

C.M. Seal

<p>8. Review of the Organisation and Procedures of the Council To consider and review the current organisation of the Council and determine whether any changes are required. The review should include the following elements:</p> <ul style="list-style-type: none"> (i) Delegation arrangements to the Clerk No changes required. (ii) Standing Orders of the Council Mrs Jean Boynton proposed, Mr Chris Palmer seconded, all were in favour to change Items 1.7 and 4.1 as follows: <ul style="list-style-type: none"> 1. Meetings 1.7 If fewer than 3 members of the Council, the quorum – see paragraph 4 below, attend any meeting, the meeting will be abandoned and an alternative date notified to all members. 4. Quorum 4.1 The Quorum of the Council will be three members. (iii) Financial Regulations No changes required. (iv) Code of Conduct (all councillors to sign to say they have read and abide by) All Councillors to sign. (v) Current organisation of Committees/Working Groups No changes required. 	<p>Clerk</p> <p>All</p>
<p>9. Approval of Annual Accounts</p> <ul style="list-style-type: none"> (i) To receive and approve the internally audited AGAR Financial Report for the 2022/2023 financial year and Chair to sign. Approved. (ii) To note and approve the payments made since the last Parish Council meeting held on 20 February 2023 and to approve the payments presented at the meeting. Approved. (iii) Approve Asset Register Approved. (iv) Update bank signatories following any changes of council officers. No changes required. (v) To agree whether to accept the quote for the 2024 Playground Inspection. Agreed to accept quote. (vi) To agree whether to contribute £17.70 to Clerk's membership of SLCC. Agreed to contribute. 	
<p>10. Play Park Inspection Report Mr Clive Neale to review the report and assess any action required and to enquire with ERYC regarding a Register of Title to establish the boundary. Clerk to forward any documentation, including a tenancy agreement to Mr Neale.</p>	<p>CN</p> <p>Clerk</p>
<p>11. Housing Needs Survey Following the receipt of a Housing Needs Survey compiled by David Siddle, Rural Housing Enabler at ERYC, it was agreed to invite Mr Siddle to the next meeting to present the report.</p>	<p>Clerk</p>

C.M. Sade

<p>12. Gransmoor Telephone Kiosk Mr Clive Neale with enquire with BT regarding the power and commissioning.</p> <p>13. Emails Received and Forwarded to Councillors 27/02/2023 – ERYC Digital Skills in the Community 27/02/2023 – ERYC Concerns about telecoms equipment East Riding 01/03/2023 – ERYC Community Payback 06/03/2023 – Playground Inspection Report 06/03/2023 – ERYC Planning Approval Green Link 27/03/2023 – ERYC Housing Needs Survey (further email 05/04/2023) 29/03/2023 – ERYC Planning Application 23/00890/TCA 03/04/2023 – ERYC Planning Decision 22/02374/PLF 11/04/2023 – Carnaby PC re CCTV for fly-tipping 11/04/2023 – ERYC Planning Application 23/01023/PLF 12/04/2023 – ERYC Planning Decision 22/03319/PLF 12/04/2023 – ERYC Planning Decision 22/03320/PLB 24/04/2023 – Three Oaks re Coronation Grants 24/04/2023 – ERYC LWFCF Posters & Information 24/04/2023 – ERYC Notice of Works Station Road, Burton Agnes 24/04/2023 – ERYC re Town & Parish Council Events 24/04/2023 – ERYC Planning Decision 23/00385/CM 10/05/2023 – Ward Councillors re Planning/Climate Change 10/05/2023 – ERYC Communities and Place Grants 10/05/2023 – ERYC Community Led Housing Awareness Events 10/05/2023 – ERYC Health & Wellbeing Survey The above emails were noted.</p> <p>14. Date and time of next meeting The next meeting is planned for 4 September 2023 at 7pm.</p> <p>There being no further business to discuss, the meeting closed at 7:55pm.</p>	<p>CN</p>
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C.M. Neale