

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn

Tel No: 01964 670887

Email: burstwickpc@gmail.com

To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council held via Zoom video conference on Thursday 22nd April 2021 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 16.04.2021

AGENDA

- 2021/04/01 To note apologies for absence
- 2021/04/02 Councillors to disclose their interests in matters to be discussed
- 2021/04/03 Members of the public are invited to address the council
- 2021/04/04 To confirm the minutes of the meeting held on 25th March 2021
- 2021/04/05 To receive the clerks report and councillor updates
- 2021/04/06 To note correspondence received
- 2021/04/07 To consider planning applications received and note planning decisions
- 2021/04/08 To discuss road safety in the village and receive any updates on action taken
- 2021/04/09 To approve statement of accounts for year ending 31st March 2021
- 2021/04/10 To note internal auditors report for financial year 2020-21
- 2021/04/11 To approve annual return governance statement for financial year 2020-21
- 2021/04/12 To approve annual return accounting statement for financial year 2020-21
- 2021/42/13 To approve village hall accounts for financial year 2020-21
- 2021/04/14 To discuss location of new picnic bench for Festive Field
- 2021/04/15 To agree to amend the standing order for Parish Clerks salary due to a previously agreed increase in the home as office allowance
- 2021/04/16 To agree payments in accordance with the budget
- 2021/04/17 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 6th May at 7.30pm on Zoom

2021/04/05 To receive the clerks report and councillor updates

Clerks update on decisions, actions and issues:

- Allotment rent letters were sent out on Saturday 3rd April, approx. three quarters of tenants have paid their rent.
- The dog fouling stencil is on order with delivery due by the end of April.
- Play area independent annual inspection has taken place and the report has been circulated to all councillors and Burstwick Community Primary, there are a few areas that need attention. The clerk will draw up a list, some things can be done by the grass cutting contractor, but other jobs will need more specialist work.
- Clerk contacted PC Wayne Goodwin to enquire when community speed watch training will start and has been advised that it will re-commence after 17th May when groups are permitted to meet in doors.
- The council is due to be awarded £1000.00 from the Withernwick Wind Farm fund, this one-off payment can be used to support our work, support community groups or be used to help with the covid recovery. Council to discuss and agree how this money should be spent at the May meeting.
- The clerk has spent a considerable amount of time preparing the accounts and supporting documentation for the financial year end. Accounts have been submitted for internal audit and these will be discussed under agenda items 9-12.

2021/04/06 To note correspondence received

Emails:

01/21-22 ERYC regarding devolution proposals

02/21-22 Holderness Health town and parish council forum

03/21-22 Play Inspection Company annual independent safety inspection report

04/21-22 ERNLLCA finance training courses

05/21-22 Humberside Police Town and Parish newsletter for March

06/21-22 ERNLLCA newsletter

07/21-22 East Riding Clinical Commissioning Group newsletter

08/21-22 ERNLLCA East Riding District Committee meeting

Letters:

None

2021/04/07 To consider planning applications received and note planning decisions

New applications:

21/00976/PLF

Change of use of land (rear tree belt) to domestic garden (retrospective), erection of single storey extension to side and rear and construction of parapet wall/flat roof to replace pitched roof over existing rear extension

21 Hawthorn Close, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/21/00976/PLF>

Decisions to note:

20/03617/PLF

Erection of first floor extension to rear

17 Churchill Rise, Burstwick

ERYC granted planning permission subject to conditions.

21/00181/PLF

Erection of single storey extension to side

The Villa, Station Road, Burstwick

ERYC granted planning permission subject to conditions.

Appeals to note:

None

2021/04/08 To discuss road safety in the village and receive any updates on action taken

Clerk sent a follow up email to Lianne Darbinson regarding the surveys and designated lorry route on 14th April and is awaiting a response.

2021/04/09 To approve statement of accounts for year ending 31st March 2021

2019-20	RECEIPTS	2020-21
£		£
22,500.00	Precept	23,500.00
500.00	Windfarm Grant	0.00
142.22	Bank Interest	123.95
691.00	Allotment Rents	661.00
2,180.00	Cemetery	1,910.00
26.86	Rights of way	26.86
512.96	Other income	0.00
2,002.60	2089.75 Vat recovered in year	1,849.77
	-87.15 Less VAT refunded	0.00
	2002.60	0.00
28,555.64	Total income	28,071.58
	PAYMENTS	
	Running costs:	
4,400.47	General administration	4,525.77
12,132.66	Wages & Salaries	12,617.67
1347.81	Allotments	501.40
288.95	Cemetery	450.41
2,608.67	Village Maintenance	1,360.57
1,515.83	Play Area	88.77
1,417.03	Street lighting	1,373.64
661.87	Parish projects	0.00
862.27	S137	130.00
500.00	Expenditure against grants	0.00
1,849.77	Vat on inputs	880.65
<u>27,585.33</u>	Total Expenditure	<u>21,928.88</u>
970.31	Net Receipt / Payments	6,142.70
	RECEIPTS AND PAYMENTS SUMMARY	
20,723.42	Balance brought forward at 1st April	21,693.73
970.31	Net surplus/deficit for year above	6,142.70
<u>21,693.73</u>	Fund balance carried forward at 31st March	<u>27,836.43</u>
	These cumulative funds are represented by:	
16,647.48	National Savings and Investments Account	16,767.33
4,017.03	HSBC Money Manager account	9,521.13
1,029.22	HSBC Current Account	1,547.97
<u>21,693.73</u>		<u>27,836.43</u>

Figures are supported by the following bank reconciliation:

Bank reconciliation for 31st March 2021

Prepared by: Rose Blackburn, Clerk and RFO

Date: 6th April 2021

Balance per bank statement at 31st March 2021

NS&I Investment Account	16,767.33
HSBC Business Money Manager Account	9,521.13
HSBC Community Account (CA)	1,547.97
Credit card	
Total	27,836.43

Plus unaccounted payments

Less any unresented cheques:

	0.00	
Net balance		<u>27,836.43</u>

Cash Book

Opening balance 1/04/2020	21,693.73
Receipts to date	28,071.58
Less payments to date	-21,928.88
Closing balance as per cash book	<u>27,836.43</u>

2021/04/10 To note internal auditors report for financial year 2020-21

Report to follow.

2021/04/11 To approve annual return governance statement for financial year 2020-21

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:



our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.burstwickpc.co.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

2021/04/12 To approve annual return accounting statement for financial year 2020-21**Section 2 – Accounting Statements 2020/21 for**

Burstwick Parish Council ENTER NAME OF AUTHORITY			
	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	20,724	21,694	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	22,500	23,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,056	4,572	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	12,133	12,618	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	15,453	9,311	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	21,964	27,837	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	21,694	27,837	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	103,180	103,180	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Burstwick Parish Council

Supporting papers for parish council meeting Thursday 22nd April 2021

Dates for public rights

Public rights to inspect the unaudited Annual Governance and Accountability Return will run from Monday 14th June to Friday 23rd July, the two documents above will be displayed on the notice boards and website.

2021/42/13 To approve village hall accounts for financial year 2020-21

As charity trustees of the village hall, the parish council must maintain a strategic overview of the running of the hall. Please see the village hall accounts below for approval:

2019-20	RECEIPTS	2020-21
£		£
7,306.00	Letings	405.00
2,526.60	Grants	10,200.00
3,289.94	Donations and fundraising	156.15
117.07	EDF Energy Refund	
30.00	Sale of Village Hall Chairs	
4.14	Bank Interest	1.20
13,273.75	Total income	10,762.35
	PAYMENTS	
	Running costs:	
1,037.97	Cleaners invoices	865.88
0.00	Cleaning materials	156.21
226.80	Business rates	0.00
50.00	Rent	50.00
564.57	Water	696.57
386.77	Electricity	307.24
898.08	Gas	733.44
796.22	Insurance	818.61
0.00	Guttering repairs and water butt	715.76
405.00	Other maintenance	0.00
437.00	Boiler service	0.00
418.50	Pest control	334.80
125.32	Wate disposal	0.00
185.38	Fire protection	113.94
130.42	Music license (PPL PRS Ltd)	0.00
1,000.00	Donation to All Saints Church, Burstwick	0.00
2,768.09	Expenditure against grants	0.00
0.00	Auditor	0.00
0.00	COVID	245.84
907.71	Sundries	325.96
<u>10,337.83</u>	Total Expenditure	<u>5,364.25</u>
<u>2,935.92</u>	Net Receipt / Payments	<u>5,398.10</u>
	RECEIPTS AND PAYMENTS SUMMARY	
8,654.12	Balance brought forward at 1st April	11,590.04
2,935.92	Net surplus/deficit for year above	5,398.10
<u>11,590.04</u>	Fund balance carried forward at 31st March	<u>16,988.14</u>
	These cumulative funds are represented by:	
9,518.42	Current Account	15,273.64
2,071.62	Deposit account	2,072.82
0.00	Plus unaccounted for deposits	0.00
0.00	Less unrepresented cheques	-358.32
<u>11,590.04</u>		<u>16,988.14</u>

2021/04/14 To discuss location of new picnic bench for Festive Field

A resident has kindly made a picnic bench and they want to donate it to the parish council for use on Festive Field.



Council to agree location and how the bench is to be secured. Ground anchor kits start from £50.

2021/04/15 To agree to amend the standing order for Parish Clerks salary due to a previously agreed increase in the home as office allowance

The council agreed to increase the parish clerks' home as office allowance from £18 per month to £24 per month from 1st April. This is in line with a recent increase to the allowance made by HMRC. This contributes to the cost of providing a parish council landline, broadband internet, heating and electricity for the office the clerk provides in her home.

Clerk is seeking permission to amend the salary standing order by £6.00.

2021/04/16 To agree payments in accordance with the budget

Payments at Friday 16th April

April 2021 Accounts

Payments

Description	Amount	VAT
T Cook & Son Ltd - ditch clearance Festive Field	580.80	96.80
The Play Inspection Company - annual inspection fee	78.00	13.00
ERNLLCA annual membership fee	687.85	
Glazik Kershaw - payroll provider	44.40	7.40
HMRC - tax	6.00	
Staff salaries for April (3 part time staff)	1,054.13	
R Blackburn - mileage to Hornsea (auditors)	11.70	
W Beadle - gardeners' expenses		tbc
Credit card:	125.88	
Zoom subscription £14.39		
JW Plant - banner and bunting NHS day (s137) £105.24		17.54
Wilko LTD - stationary £4.00		0.67
Post Office - postage for recorded letter £2.25		
	<hr/>	
	2,580.17	

Receipts

Precept 1st half	<hr/>	11,750.00
		11,750.00

2021/04/17 Items for next month's agenda