

**BURSTWICK PARISH COUNCIL**

**MEETING HELD ON ZOOM**

**THURSDAY 22<sup>nd</sup> APRIL 2021**

Present: Cllr. D James - Chairman DJ  
Cllr. A Brown – Vice Chairman AB  
Cllr. M Cripsey MC  
Cllr. N Fairbank NF  
Cllr. S Gould SG  
Cllr. P Tong PT

Public: 0

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>21/04/01</b>	<b>To note apologies for absence</b>	
	Cllr. Rainforth Cllr. Whiting	
<b>21/04/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b> Non disclosed  <b>Non-pecuniary:</b> Cllr. A Brown – village hall Cllr. Cripsey – none disclosed Cllr. N Fairbank – play area Cllr. S Gould – allotments, play area, village hall Cllr. D James – village hall, finance Cllr. P Tong – allotments	
<b>21/04/03</b>	<b>Members of the public are invited to address the council</b>	
	There were no members of the public present.	
<b>21/04/04</b>	<b>To confirm the minutes of the meeting held on Thursday 25<sup>th</sup> March 2021</b>	
	Signed as a correct record. Proposed: AB Seconded: SG Outcome: All agreed.	
<b>21/04/05</b>	<b>To receive the clerks report and councillors updates</b>	
	Clerks update on decisions, actions and issues: <ul style="list-style-type: none"><li>• Allotment rent letters were sent out on Saturday 3<sup>rd</sup> April, approx. three quarters of tenants have paid their rent.</li><li>• The allotments were inspected on 21<sup>st</sup> April, most of the plots were in very good condition and only a handful of plots have not been tended; to be discussed at the May meeting.</li></ul>	

	<ul style="list-style-type: none"> <li>• The dog fouling stencil and paint has been delivered and Cllrs Brown and Fairbank have volunteered to deploy it round the village.</li> <li>• 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 and has asked the grass cutting contractor to price up for some of the jobs and Clerk has asked for a site meeting with Play Dale the manufacturer and installer of the play equipment to go through what needs doing.</li> <li>• Clerk contacted PC Wayne Goodwin to enquire when community speed watch training will start and has been advised that it will re-commence after 17<sup>th</sup> May when groups are permitted to meet in doors.</li> <li>• The council is due to be awarded £1000.00 from the Witherwick 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 a future meeting.</li> <li>• 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.</li> <li>• Clerk has asked for an urgent site meeting with ERYC to resolve the access issues with the gate at the play area.</li> </ul> <p><b>Councillor updates:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Brown took the opportunity to personally thank Cllr. James for all his hard work as Chairman over this past difficult year.</li> <li>• Cllr. Cripsey asked if the letter has been sent regarding grass cuttings dumped near the path at Woolam Hill, Clerk advised that the letters haven't been sent yet due to current heavy workload. The councillor also asked about litter picking in the village as the verge along Appleby Lane is bad. The council is aware that the Scouts are planning to do a litter pick and if there are any other areas that need attention to let the leader, Willem Brugge know.</li> <li>• Cllr. Fairbank reported that one of the stepping logs at the play area has been damaged. Clerk to ask Grasslands to make it safe.</li> <li>• Cllr. Gould asked if ERYC would consider having a rubbish truck come round the village to collect bulky items as part of a 'clear out day'. Hull City Council does this and it is successful. Councillors were not aware of ERYC doing this.</li> <li>• Cllr Tong reported issues with the footpath that starts at the end of Pinfold Land and links with the new footbridge. Cllr. James asked if photos could be taken to be shared with ERYC Countryside Access officer.</li> </ul>	<p><b>Clerk</b></p> <p><b>PT/Clerk</b></p>
21/04/06	<b>To note correspondence received</b>	
	<p><b>Police Report</b>  Damage reported on 17<sup>th</sup> March – a stone thrown at window of a property on Woolam Hill, causing it to smash</p>	
	<p><b>Burstwick Parish Council emails</b>  <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i>  01/21-22 ERYC regarding devolution proposals</p>	

	<p>02/21-22 Holderness Health town and parish council forum</p> <p>03/21-22 Play Inspection Company annual independent safety inspection report</p> <p>04/21-22 ERNLLCA finance training courses</p> <p>05/21-22 Humberside Police Town and Parish newsletter for March</p> <p>06/21-22 ERNLLCA newsletter</p> <p>07/21-22 East Riding Clinical Commissioning Group newsletter</p> <p>08/21-22 ERNLLCA East Riding District Committee meeting</p> <p>09/21-22 ERNLLCA call for evidence regarding holding remote meetings</p> <p>10/21-22 ERNLLCA training courses for councillors</p>	
	<p><b>Letters received</b> None</p>	
<b>21/04/07</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b> <u>21/00976/PLF</u> 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.</p> <p>The council considered the plans and there were no comments.</p> <p>It was proposed to log no objections to this application.</p> <p>Proposed: NF Seconded: PT Outcome: All agreed</p>	
	<p><b>Planning Decisions to note:</b> <u>20/03617/PLF</u> Erection of first floor extension to rear. 17 Churchill Rise, Burstwick.</p> <p>ERYC granted planning permission subject to conditions.</p> <p><u>21/00181/PLF</u> Erection of single storey extension to side. The Villa, Station Road, Burstwick.</p> <p>ERYC granted planning permission subject to conditions.</p>	
	<p><b>Appeal Decisions to note:</b> None</p>	
<b>21/04/08</b>	<b>To discuss road safety in the village and receive any updates on action taken</b>	
	<p>Clerk sent a follow up email to Lianne Darbinson regarding the surveys and designated lorry route on 14<sup>th</sup> April and is awaiting a response.</p> <p>No other issues were raised or discussed.</p>	

<b>21/04/09</b>	<b>To approve statement of accounts for year ending 31<sup>st</sup> March 2021</b>	
	<p>The council finished the financial year with expenditure well below the budget.</p> <p>The RFO has provided a statement of accounts which correspond with the figures on the bank reconciliation. These figures are used to complete the Annual Governance and Accountability Review as set out in agenda items 11 and 12.</p> <p>There were no comments or questions.</p> <p>Council to approve receipts and payments account and bank reconciliation for year ending 31<sup>st</sup> March 2021. A copy of the signed accounts will be included with these minutes.</p> <p>Proposed: AB  Seconded: PT  Outcome: All agreed.</p>	
<b>21/04/10</b>	<b>To note internal auditors report for financial year 2020-21</b>	
	<p>Clerk has circulated the report to all councillors.</p> <p>There were two matters arising from the audit, as follows:</p> <p>Non-claiming of VAT from the Zoom invoices, Clerk has previously made council aware of this. Clerk will not claim the VAT back until there is a UK VAT number. A number provided by the auditor, when it was checked, did not link back to Zoom.</p> <p>The auditor initially reported that the council has been using the wrong salary table, as all parish council employees were being paid a few pence more per hour than the NJC table stated. This has now been resolved, ERNLLCA has stated that the NALC/SLCC salary tables that the parish council use are correct as there is a separate agreement between NALC and the NJC.</p> <p>The report concluded <i>‘the accounts of the council continue to be well maintained and I am satisfied that the accounts as submitted are free of material error. No other matters arose from the audit that need to be drawn to the attention of the council at this time’.</i></p>	
<b>21/04/11</b>	<b>To approve annual return governance statement for financial year 2020-21</b>	
	<p>Cllr. James read out each statement and a ‘yes’ answer was given.</p> <p>Council to approve annual governance statement.</p> <p>Proposed: PT  Seconded: NF  Outcome: All agreed.</p>	
<b>21/04/12</b>	<b>To approve annual return accounting statement for financial year 2020-21</b>	
	<p>Clerk explained the figures and councillors considered the accounting statement.</p> <p>There were no questions.</p> <p>Council approves the accounting statement for financial year 2020-21.</p> <p>Proposed: AB  Seconded: SG  Outcome: All agreed.</p>	

	<p>Clerk confirmed that public rights to scrutinise accounts will run from Monday 14<sup>th</sup> June to Friday 23<sup>th</sup> July. Copies will be available to view on the noticeboard and website.</p> <p>Clerk to submit signed forms and other supporting papers, by email, to the external auditor by Friday 2<sup>nd</sup> July 2021.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>21/04/13</b>	<b>To approve village hall accounts for financial year 2020-21</b>	
	<p>As charity trustees of the village hall, the parish council must maintain a strategic overview of the running of the hall.</p> <p>The Village Hall Clerk has provided a statement of accounts.</p> <p>Councillors asked if the one-off covid support grant must be repaid, Cllr. James stated it doesn't need repaying and has been ring fenced to make the hall covid secure and to help with running costs while the hall has been shut.</p> <p>Council to approve the statement of accounts for the village hall for the 2020-21 financial year.</p> <p>Proposed: NF  Seconded: MC  Outcome: All agreed.</p>	
<b>21/04/14</b>	<b>To discuss location of new picnic bench for Festive Field</b>	
	<p>A resident has kindly made a picnic bench and they want to donate it to the parish council for use on Festive Field.</p> <p>Cllr. Brown suggested that the council should allow it to be moveable as a large area of the field is in shade during the afternoon. However, councillors asked what would happen if someone injured themselves trying to move it.</p> <p>Following discussion, it was proposed to locate it between the two groups of benches and for it to be secured using a ground anchor system.</p> <p>The parish clerk, Cllr. Brown and Fairbank to meet at the field to photograph location for councillors to agree.</p> <p>Proposed: AB  Seconded: NF  Outcome: All agreed</p> <p>Clerk to purchase ground anchor system at an approximate cost of £50.</p>	<p><b>Clerk</b></p>
<b>21/04/15</b>	<b>To agree to amend the standing order for Parish Clerks salary due to a previously agreed increase in the home as office allowance</b>	
	<p>The council agreed to increase the parish clerks' home as office allowance from £18 per month to £24 per month from 1<sup>st</sup> April 2021. This is in line with a recent increase to the allowance made by HMRC.</p> <p>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.</p> <p>Clerk is seeking permission to amend the salary standing order by £6.00.</p>	

	<p>Council to approve the standing order be amended as outlined above.</p> <p>Proposed: PT          Seconded: AB          Outcome: All agreed.</p>																																																							
<b>21/04/16</b>	<b>To agree payments in accordance with the budget</b>																																																							
	<p>Council to approve the schedule of payments for April as follows:</p> <p><b>April 2021 Accounts</b></p> <p><b>Payments</b></p> <table> <thead> <tr> <th>Description</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>T Cook &amp; Son Ltd - ditch clearance Festive Field</td> <td>580.80</td> <td>96.80</td> </tr> <tr> <td>The Play Inspection Company - annual inspection fee</td> <td>78.00</td> <td>13.00</td> </tr> <tr> <td>ERNLLCA annual membership fee</td> <td>687.85</td> <td></td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td>44.40</td> <td>7.40</td> </tr> <tr> <td>HMRC - tax</td> <td>6.00</td> <td></td> </tr> <tr> <td>Staff salaries for April (3 part time staff)</td> <td>1045.54</td> <td></td> </tr> <tr> <td>R Blackburn - mileage to Hornsea (auditors)</td> <td>11.70</td> <td></td> </tr> <tr> <td>W Beadle - gardeners expenses petrol for mowers</td> <td>22.50</td> <td>3.75</td> </tr> <tr> <td>Credit card:</td> <td>125.88</td> <td></td> </tr> <tr> <td>Zoom subscription £14.39</td> <td></td> <td></td> </tr> <tr> <td>JW Plant - banner and bunting NHS day (s137) £105.24</td> <td></td> <td>17.54</td> </tr> <tr> <td>Wilko Ltd - stationery £4.00</td> <td></td> <td>0.67</td> </tr> <tr> <td>Post Office - postage for recorded letter £2.25</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;"><b>2,602.67</b></td> <td></td> </tr> <tr> <td><b>Receipts</b></td> <td></td> <td></td> </tr> <tr> <td>Precept 1st half</td> <td style="border-top: 1px solid black;">11,750.00</td> <td></td> </tr> <tr> <td></td> <td><b>11,750.00</b></td> <td></td> </tr> </tbody> </table> <p>Proposed: NF          Seconded: MC          Outcome: All agreed.</p>	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)	1045.54		R Blackburn - mileage to Hornsea (auditors)	11.70		W Beadle - gardeners expenses petrol for mowers	22.50	3.75	Credit card:	125.88		Zoom subscription £14.39			JW Plant - banner and bunting NHS day (s137) £105.24		17.54	Wilko Ltd - stationery £4.00		0.67	Post Office - postage for recorded letter £2.25				<b>2,602.67</b>		<b>Receipts</b>			Precept 1st half	11,750.00			<b>11,750.00</b>		
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<b>21/04/17</b>	<b>Items for next month's agenda</b>																																																							
	<ul style="list-style-type: none"> <li>To discuss outcomes from recent allotments inspection</li> <li>To review procedures at the cemetery regarding grave digging</li> <li>To agree quotes for additional work at the play area from Grasslands Ltd and repairs from Playdale Ltd</li> <li>To request a litter pick along local lane verges – Appleby Lane, Ellifoot Lane and Hariff Lane</li> </ul>																																																							
	<p><b>Date of next meeting</b>          Thursday 6<sup>th</sup> May at 7.30pm on Zoom</p>																																																							
	<b>Meeting closed at: 20:24</b>																																																							