

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE VILLAGE HALL ON TUESDAY 23<sup>rd</sup> May 2023**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. S Gould SG  
 Cllr. D Rainforth DR

Public: 0 Press: 0 Police: 0 Ward Cllrs: 0 Clerk: KD

	<b>Discussion and agreement</b>	<b>Action by</b>
<b>2023/05/01</b>	<b>Election of Chairman and signing of Declaration of Office.</b>	
	Cllr DJ unanimously re-elected. Declaration of Office signed.	KD
<b>2023/05/02</b>	<b>Election of Vice Chairman and signing of Declaration of Office.</b>	
	Cllr AB unanimously re-elected. Declaration of Office signed.	KD
<b>2023/05/03</b>	<b>To note apologies for absence.</b>	
	Cllrs: MC, PP and PT tendered their apologies.	
<b>2023/05/04</b>	<b>To receive Councillor's Declaration of Office and Register of Interests forms.</b>	
	Declaration of office signed by Cllrs: DJ, AB, SG and DR. Register of Interests forms signed by Cllrs: DJ, AB, SG, DR and PT. Once all forms are received (next meeting) they will be entered onto our website and copied to ERYC.	KD
<b>202/05/05</b>	<b>Councillors to disclose their interests in matters to be discussed.</b>	
	Cllr. A Brown – cemetery, allotments and village hall matters. Cllr. S Gould – cemetery, play area and village hall matters. Cllr. D Rainforth- cemetery and village hall matters.	
<b>2023/05/06</b>	<b>Members of the public / Ward Councillors are invited to address the council.</b>	
	The clerk has presented one of the newly elected Ward Councillors with a list of future meeting dates for BPC.	
<b>2023/05/07</b>	<b>To confirm the APM and Parish minutes of the meetings held on 25<sup>th</sup> April 2023.</b>	
a.	Annual Parish Meeting minutes:  Proposer: DR Seconder: AB  Outcome: Minutes approved and signed.	KD
b.	Parish Council meeting minutes:  Proposer: SG Seconder: DR  Outcome. Minutes approved and signed.	KD
<b>2023/05/08</b>	<b>To review Burstwick Parish Council terms of Reference.</b>	
	Discussion: Existing Terms of Reference approved. No changes required. Proposer: AB Seconder: DR	

	Outcome: Approved.	
<b>2023/05/09</b>	<b>Election of committee members.</b>	
	Allotments Committee (current members NF,PP,PT). Item deferred.	KD
	Cemetery Committee (current members: SG,AB,DR). Existing members re-elected. The clerk will arrange a cemetery meeting in due course.	KD
	Finance/ Personnel committee (current members: DJ,AB,DR,PP). Existing members re-elected apart from Cllr PP. The 5 <sup>th</sup> member will be elected at the next meeting and a meeting arranged.	KD
	Play Area Committee (current members: MC, SG, NF, School, Parent). Cllr SG re-elected. Two members to be elected at the next meeting. The clerk will contact the school to welcome one school and one parent member also.	KD
	Village Hall Management Committee (current members: AB, MC, SG, DJ). Existing members re-elected. Cllr MC asked to stay on this committee	KD
	Proposed: DR Seconded: AB	
<b>2023/05/10</b>	<b>To review Burstwick Parish Council regular business and regular payments.</b>	
	Discussion : The list of regular business transacted by the council was circulated. The Village Hall prescription/medication collection service, provision of a warm space and the book swap facility are to be added. Signatories for the bank accounts will be confirmed at the next meeting.	KD
	Proposer: DR Seconder: AB	
	Outcome: Approved.	
<b>2023/05/11</b>	<b>To appoint councillors to sit as representatives for external bodies.</b>	
	Neighbourhood Watch. Cllr DJ re-elected. Burton Pidsea Wind Farm Community Fund. Cllr DJ with AB as reserve re-elected. ERYC Transport Champion Cllr AB re-elected. Holderness Health Forum – Cllr AB re-elected. ERNLLCA - Cllr DR re-elected with a second member to be elected at the next meeting. The clerk will notify each group of its BPC member.	KD
	Proposed: SG Seconded: DR	
<b>2023/05/12</b>	<b>To receive the clerks report – followed by Chair and Councillors reports.</b>	
	<b><u>Clerks report</u></b>	
a.	Elected Ward Councillors are: John Holtby, Amanda Talbot and Samantha Whyte.	
b.	ERNLLCA have a free Councillors Network Event on 25 <sup>th</sup> May between 10am and 12 pm in Barton Upon Humber.	
c.	Flood wardens have done a test run of the flood pump with no issues. Fuel containers are now empty. Should they require a top up, Mr G will action and claim costs back from BPC.	

d.	Four identical prize boxes are ready for the allotment competition winners. Collection and storage to be arranged. Judging will be held late June with a presentation held at the July meeting.	KD
e.	The re-siting and installation of the post box, if approved may take longer than the collection of the former one as that task is further along in the process. The Royal Mails proposed site is at the Bus Shelter which is not supported by ERYC due to parking restrictions. Cllr DJ has is in discussions regarding alternative locations including the favoured position opposite the Hare and Hounds.	
f.	The year end accounts and accompanying paperwork is with the internal auditor.	
g.	Walt has commenced planting in the beds and planters.	
h.	The Cemeteries Officer has emailed a response to a further report the clerk made to ERYC. The clerk has also written in with photographs of the trees and will monitor responses.	KD
i.	The clerk has spoken at length with an officer at ERYC regarding dog foul issues. Members and residents must report 'hotspot' areas to ERYC or the Clerk to encourage dog warden visits. There has been a siting of a resident allowing their dog to foul in the cemetery. Our supply of lamp post stickers are out of date and only an ERYC can put such signs up now. Old stickers are to be discarded.	All Cllrs
	<b><u>Chairman's report / update</u></b>	
j.	CCTV has been installed and is up and running offering good quality coverage at the Village Hall with appropriate signage in place and a CCTV policy in place.	DJ
k.	Cllr DJ is proceeding with NHW Santander account enquiries.	KD
l.	The union flag arrived in time for the Coronation celebrations which was well attended and enjoyed by all. End of Project report to be completed.	
m.	A charity race night is being held on 10 <sup>th</sup> June.	KD
n.	Criminal damage on Church Lane has been reported – to be discussed further at the next meeting.	
	<b><u>Vice Chair's report / update</u></b>	
o.	Holderness Health are holding quarterly 'Meet the Manager' face to face sessions on Saturday mornings Sat 19 Aug and Sat 28 <sup>th</sup> Oct. Times and venue to be confirmed.	KD
p.	An increase to the grass cutting schedule was requested for the cemetery and festive field to collect grass cutting remnants.	DJ
q.	Cllr DJ will contact the owner to cut back the hedge opposite Rose Cottage.	KD
r.	The footpaths on Churchill Avenue have caused a fall. There are vehicles parking on the pavements of Back Lane causing an obstruction for pedestrians, mobility scooter users and prams. Cllr DJ will arrange further social media coverage to highlight the problems. Residents can report obstruction on Tel: 101. The clerk will report to an ERYC officer at a meeting later this week.	
s.	The Remembrance garden in the cemetery has been weeded.	

t.	<b>Councillors' updates:</b> Cllrs suggested an alarm or body camera for the gardener. Item to be discussed further at the next meeting.	KD
u.	Two local boys were praised for handing in an Amazon parcel.	
<b>2023/05/13</b>	<b>To note correspondence received.</b>	
	22.4.23 Planning Inspectorate – Dogger Bank Off Shore Windfarm. 3.5.23 Humberside Police – Newsletter. 4.5.23 ERVAS – Newsletter. .. ERYC – Communities and Places Investment Grant. .. Internal staff letter – received with Cllrs advised of the contents regarding staff and village matters. To be placed on the next agenda. 18.5.23 ERNLLCA - Newsletter.  Discussion: The clerk will respond re: Dogger Bank and request timescales, plans and suggest a meeting at some point to discuss disruption, any bearing on the village and community funding.	KD
<b>2023/05/14</b>	<b>To agree co-option process for two vacancies.</b>	
	Discussion: To consider a standard ERNLLCA approved co-option application form is sent out with a request for applicants to send in a covering letter about their interests in the role of a councillor and their personal skills/experiences. The vacancies will be advertised on the notice boards, website and social media.  Proposer: DR Secunder: AB	KD
<b>2023/05/15</b>	<b>To consider planning applications received and note planning decisions.</b>	
a.	Application 23/01205/PLF for the erection of a two storey extension to side at Millfield House, Hedon Road, Burstwick.  Decision: No objections.  Proposer: SG Secunder: AB	KD
b.	Notice of Decision – Application 22/03201/PLF for change of use of agricultural land to a dog walking and training field with fence and shelter. APPROVED. Noted.	
<b>2023/05/16</b>	<b>To discuss road safety in the village and receive any updates on action taken.</b>	
	Discussion: Arrangements for the next Community Speed Watch will be circulated.	DJ
	Road surfacing and lining carried out. Tractor tyres have damaged the surface at the junction with Station Road.	KD
<b>2023/05/17</b>	<b>To consider application / expression of interest to the UK Shared and Rural England Prosperity Funds.</b>	
	Discussion: Suggestions for a Village Hall improvement scheme include internet access, new tables and chairs, mobile screen for a cinema, lighting and decor. A second suggestion was landscaping around the War Memorial.	KD
<b>2023/05/18</b>	<b>To agree Dogger Bank Wind Farm meeting with the Community Engagement Officer.</b>	

Discussion. As Burstwick comes within the boundary of the broad onshore scoping area and could potentially accommodate the construction and operational compound needs of a hydrogen production facility and its associated infrastructure, their engagement officer is happy to come and talk to us in person or online.

The clerk will acknowledge the scheme and the offer to meet at a later stage.

KD

2023/05/19

To approve statement of account for year ending 31<sup>st</sup> March 2023.

**BURSTWICK PARISH COUNCIL  
Receipts and Payments Account  
for the year ended 31st March 2023**

2021-22	RECEIPTS	2022-23
£		£
23,500.00	Precept	27,500.00
5,500.00	Grants	4,035.10
3.28	Bank Interest	74.70
742.00	Allotment Rents	787.00
	Allotment Deposit	300.00
4,013.36	Cemetery	2,030.00
26.86	Rights of way	26.86
58.72	Other income	30.00
880.65	Less VAT refunded	1,857.79
<b>34,724.87</b>	<b>Total income</b>	<b>36,641.45</b>
	<b>PAYMENTS</b>	
	Running costs:	
5,626.04	General administration	5,169.24
12,307.15	Wages & Salaries	11,815.46
1,109.48	Allotments	1,078.49
534.69	Cemetery	26.55
1,129.49	Village Maintenance	1,813.74
3,723.80	Play Area	2,771.23
1,338.49	Street lighting	2,564.14
	Parish projects	450.00
817.63	S137	4,225.59
	Expenditure against grants	8,113.62
	Fuel	187.20
	Bank Fees	139.43
1,872.56	Vat on inputs	2,790.92
<b>28,459.33</b>	<b>Total Expenditure</b>	<b>41,145.61</b>
<b>6,265.54</b>	<b>Net Receipt / Payments</b>	<b>-4,504.16</b>
	<b>RECEIPTS AND PAYMENTS SUMMARY</b>	
27,836.43	Balance brought forward at 1st April	34,101.97
6,265.54	Net surplus/deficit for year above	-4,504.16
<b>34,101.97</b>	<b>Fund balance carried forward at 31st March</b>	<b>29,597.81</b>
	These cumulative funds are represented by:	
16,769.01	National Savings and Investments Account	16,784.62
11,522.72	HSBC Money Manager account	10,116.91
4,890.24	HSBC Current Account	2,696.28
920.00	Uncleared receipt	
<b>34,101.97</b>		<b>29,597.81</b>

The above statement represents fairly the financial position of the Parish Council as at 31st March and reflects its Receipts and Payments during the year.

Approved by council  
on: 23/5/23

Chairman:

Date: 23.5.23

Responsible Financial Officer:

Date: 23.5.23

The receipts and payments account for the year ending 31<sup>st</sup> March 2023 were APPROVED.

Proposed: DR  
Seconded: SG

**2023/05/20 To agree payments for May 2023.**

Total Salaries for 3 part time staff	TBC
HMRC	TBC
Glasik Kershaw - Payroll	48.00
Village Hall Hire	5.00
Bank charges due 4th June	28.14
Clerks expenses - mileage	27.00
Clerks expenses - stationary	3.00
ICO fee	35.00
Grasslands	120.00
Coronation expenses	444.89
Coronation hall hire	80.00
Cartridge people	67.80
Gardeners expenses - plants	179.00
Business stream - allotments water	69.51
<b>Income</b>	
N powergrid/ wayleave	1.86
Precept	15,750.00
Allotment rent	11.00

	<p>Allotment deposit</p> <p style="text-align: right;">50.00</p> <p>The Clerk has not received payroll details or some invoices with the meeting being a week early. A list of all expected payments was signed off by the Chairman and approved.</p> <p>Proposed: DR Seconded: AB</p>	KD
<b>2023/05/21</b>	<b>Items for next month's agenda to be held on Tuesday 20<sup>th</sup> June 2023 at 7.30pm in the Village Hall.</b>	KD
	<p>Audit / AGAR</p> <p>Co-options</p> <p>Church Lane</p> <p>Bank signatories</p> <p>Staff matters</p>	
	<b>Meeting closed at: 8.33pm. End</b>	