

BURSTWICK PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE VILLAGE HALL ON THURSDAY 24th NOVEMBER 2022

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chairman AB
 Cllr. N. Fairbank NF
 Cllr. D. Rainforth DR
 Cllr. P. Tong PT

Public: 1 Press: 0 Police: 0 Ward Cllrs: 0 Clerk: KD

	Discussion and agreement	Action
2022/11 /01	To note apologies for absence	
	Apologies tendered by Councillors: Paragreen, Cripsey, Gould and Boynton.	
2022/11/02	Councillors to disclose their interests in matters to be discussed	
	Cllr. A Brown – Village Hall, Allotments and Finance Committee Cllr. D James – Village Hall, Finance Committee and Item 18 of the agenda Cllr. N Fairbank - Allotments Cllr. D Rainforth – Finance Committee Cllr. P. Tong - Allotments All Councillors present declared an interest on item 22 of the agenda re: the precept.	
2022/11/03	Members of the public are invited to address the council	
	An allotment holder clarified his intentions to use one of his allotments as an orchard and wildlife garden and the other for growing vegetables. Both are untidy as he’s been unable to attend to them due to an injury. Concern was raised by the council for the pallets on site that bridge the dyke. The tenant will stack them for the time being.	
2022/11/04	To confirm the minutes of the meeting held on 25th October 2022	
	The minutes of the previous meeting were confirmed. Proposed: Cllr DR Seconded: Cllr AB Outcome: All in favour and minutes duly signed.	KD
2022/11/05	To receive the clerks report, Chairman’s report and councillors updates	
	Clerks Report	
a.	Daffodil bulbs are due to be delivered. The parish gardener will be asked to plant them on Station Road and Chapel Close on the roadside approach to the village.	KD
b.	The Community Payback Team attended on Tuesday 15 th November. We had no confirmation of their attendance so arrangements could not be made to meet them, though they did a bit of cleaning down in the rain. They returned on Tuesday 22 nd and will meet Cllr PT to clear and dig over and weed allotment 16b and 21c on 29 th .	PT
c.	A resident has received a parking fine for parking too long outside the former shop/post office which has parking restrictions in place. A request has been made for the restriction to be lifted as there is no longer a shop/PO. This is not a decision that BPC can make as it comes under the remit of East Riding of Yorkshire Council.	KD

d.	The risk assessment for the switch on of the Christmas Tree lights has been done and passed onto Cllrs MC and DR. The Lighting permit has also been received.	
e.	The rough sleepers report has been completed and returned to ERYC	
f.	A derelict bench at the allotment site has been brought to the clerks attention. Cllr AB stated it was worth refurbishing.	AB
g.	A letter has been sent to the gravediggers regarding the spoil heap getting too close to pre-purchased ashes plots.	
h.	The tenant from allotments 50 and 42A has responded to our recent letter with an explanation as to non attendance on site. He has had an accident/injury which restricts him. He was previously informed the pallets were a good idea for drainage purposes.	
i.	The Clerk will commence a review of the Emergency Plan over the next month and report back at the January meeting.	KD
j.	There was a flood pump wet run on 20 th November. The Clerk is meeting a flood warden on 29 th November for an insight of their work.	
k.	The Localism Act 2011 requires that town and parish Councils with websites should publish their Councillors' Registers of Interest on that site. This is in addition to the same registers being available to view on ERYC's website. The clerk has made a start on uploading existing Register of Interests onto the BPC website. Signatures to be redacted.	KD
l.	The ERYC Overview and Scrutiny committee are keen to receive topics for their 2023/24 municipal year. Any suggestions are required by 23 rd December.	All Cllrs
	Chairmans report	
m.	The Chair expressed his thanks to Cllrs MC and DR for putting the Christmas lights up for the switch on, on the 27th to which all are invited to attend.	
n.	Commuted sums to the value of £861.44 has been confirmed by ERYC for items put forward by the council, with other funding sourced in the next financial year.	KD /DJ
o.	Gas fires have been donated to the Ukraine and Ukraine forces and the gas bottles are awaiting collection. The clerk will amend the asset register accordingly.	DJ/ KD
	Councillors Reports	
p.	Cllr PP met the contractor regarding allotment hedge cutting. The hedge will be cut as discussed in the next couple of weeks and will take a couple of hours.	
q.	Cllr PT met with Community Payback team at the allotment site on 22 nd November.	
2022/11/06	To note correspondence received and circulated	
	25.10.22 ERYC Rural England Prosperity Fund ERYC East Riding Local Plan Update – Proposed submission 29.10.22 ERNLLCA Newsletter Humberside Police My Community Alert 3.11.22 N.A.L.C. Committee Funding Review 7.11.22 Humber 2100+ Tidal Flooding ERYC East Riding Local Plan – last opportunity ERYC Road Closure – Elstronwick – Burton Pidsea	

	15.11.22 ERNLLCA 17.11.22 ERNLLCA ERYC	Boundary Review Civility & respect newsletter. Climate Change Strategy	
2022/11/07	To consider planning applications received and note planning decisions		
	NOD on application 22/02497/PLF for change of use from residential to holiday let at Annexe, Whinhill Bungalow, Daisy Hill, Burstwick. Granted. Noted.		
2022/11/08	To consider application to Withernwick Wind Farm Community Fund for replacement defibrillator pads and AED starter kits		KD
	<p>Discussion: As reported in September there is a £4,000 fund, ringfenced for servicing, maintenance and parts for community owned defibrillators. Replacement pads and starter kits x 2 cost £114.24. BPC have recently funded replacement batteries for the defibrillators so it was agreed to apply to the WWFCF.</p> <p>Proposed: Cllr DR Seconded: Cllr PT Outcome: All in favour for the Clerk to apply.</p>		
2022/11/09	To discuss road safety in the village and receive any updates on action taken		
	<p>Discussion: Humberside Police and Safer Roads Humber recently ran a joint operation to target speeding motorists on our roads. Invitation was sent out to local community speed watch groups to be on the roadside if possible. Unfortunately, due to availability Burstwick was unable to conduct a survey. Burstwick CSW volunteers have been trying to arrange surveys but due to limited numbers and availability it has not been possible.</p> <p>Cllr DJ shared statistics received from Wayne Goodwin, Humberside Police Community Speed Watch Coordinator. A number of teams across the region contributed 24 separate monitoring events. During the day's events, 9,847 vehicles were observed with 280 offences reported.</p> <p>Of all the offences that were reported, 207 were suitable for a warning letter.</p> <p>The fastest speed of the day was 56mph in a 30mph limit recorded in Redbourne. East Riding wise, an average of 42.5mph was recorded in the 30mph limited across all the areas monitored.</p>		
2022/11/10	To approve Clerks Data Protection /GDPR 3 part training in December		
	<p>Discussion: ERNLLCA is running a three part GDPR / Data protection training in December at £20 + VAT per session. GDPR was identified as an area of training, beneficial to the clerk and was mentioned in her staff appraisal. The GDPR policy is due for renewal and the training was approved.</p> <p>Proposed: Cllr AB Seconded: Cllr PT Outcome: All in favour.</p>		KD
2022/11/11	To consider provision of an allotment skip		
	<p>Discussion: Allotment officers suggested hiring a skip for a good tidy up of the site and clearing vacant allotments. Prices were sought by the Clerk.</p> <p>EXTROPAK at Patrington: Permit for siting on ERYC land = £36 - £48 inc' VAT. Skip prices vary depending on the size. A 12 cu yd skip at £250 was agreed.</p>		KD

	<p>Proposed: Cllr DR Seconded: Cllr NF Outcome: All in favour to hire a skip mid January 2023, with a notice informing tenants in the notice board.</p>	
2022/11/12	To receive a signed rescission notice in order to re-discuss allotment markers	
	<p>Discussion: A rescission notice, signed by two councillors has been received. The notice was received and it was agreed to enable the item to be re-opened for further discussion.</p> <p>Proposed: Cllr DR Seconded: Cllr NF Outcome: All in favour</p>	
2022/11/13	To propose rescission of minute 2022/07/10a in order to re-consider and agree alternative options to identify plot numbers	
	<p>Discussion: Minute 2022/07/10a approved a budget for tanalised wooden posts, cut to size to be dipped in white paint and plot numbers painted on. Prices were quoted for discs being fastened onto the wooden posts with tamper proof screws, rather than painting the numbers on. Cllr PT will supervise a consistent installation of posts by the pay back teams and fit the discs himself. Tenants will be asked not to remove the posts.</p> <p>Proposed: Cllr AB Seconded: Cllr DR Outcome: All in favour</p>	PT / KD
2022/11/14	To discuss and agree outcome of Village Hall Clerk / Gardeners staff appraisals.	
	<p>Discussion: The clerk has carried out an appraisal and a staff risk assessment review with the village hall clerk and parish gardener. Once the paperwork is completed for each employee, the clerk will write to both staff members. The village hall clerk has requested his extra two hours for the prescription collection service be added on as contracted hours after the annual review early next year. Both employees remain happy in their roles with no issues raised.</p>	KD
2022/11/15	To approve LTA insurance renewal, due 1.1.2023.	
	<p>Discussion: Insurance documents for the forthcoming year have been received. The premium for 2023 is £1730.99, which is an £80.03 increase on this year's premium. The insurers have confirmed the two flood pumps are included under the cover. Payment approved for payment before the end of the year.</p> <p>Proposed: Cllr AB Seconded: Cllr PT Outcome: All in favour</p>	KD
2022/11/16	To consider grant applications for a). Burstwick Messy Breakfast Community Group and b). Village Hall Management Committee	
a	<p>Discussion: A grant of £50 has been applied for by the Messy Breakfast Community Group to fund craft materials for a craft corner at the village Advent Fair. The application complies with the requirements of the BPC Grant Awarding Policy and was approved. As the applicant has not got a bank account, payment will be made to the Burstwick village Hall.</p> <p>Proposed: Cllr DR</p>	DJ / KD

	<p>Seconded: Cllr NF Outcome: All in favour.</p>																															
b.	<p>Discussion: A grant of £50 has been applied for by the Village Hall Management Committee to fund the purchase of food and refreshments for the Christmas Fair. The application complies with the requirements of the BPC Grant Awarding Policy and was approved.</p> <p>Proposed: Cllr PT Seconded: Cllr DR Outcome: All in favour</p>	DJ / KD																														
2022/11/17	To agree to make an application to ERYC C&E CCTV Grants Project fund on behalf of Burstwick Village Hall to fund CCTV equipment																															
	<p>Discussion: In October ERYC circulated details of a funding opportunity to purchase or upgrade existing CCTV provision, with up to £5,000 of funding per CCTV camera, or up to a total value of £25,000.</p> <p>The funding is aimed at targeting violence against women and girls (VAWG) and crime and disorder in general through the increased provision of CCTV within the local authority area.</p> <p>At the Village Hall meeting held on 26th October, it was agreed the village hall management committee would match fund 10% (between £500 and £1,000) if the parish council could facilitate the application.</p> <p>A quotation has been sourced from Clearview to supply a 16 channel recorder (stores up to 60 days based on 8 cameras), 3 x Ultra HD anti-vandal domes, 4 x Ultra HD turret cameras, Monitor, Lockable enclosure for recorder, cabling, consumables and junction boxes at a total cost of £4731.00. No VAT applicable. All cameras will be external and cover the perimeter of the hall, car-park, entrance and festive field.</p> <p>Proposed: Cllr DR Seconded: Cllr NF Outcome: All in favour</p>																															
2022/11/18	To agree NJC pay agreements for 2022-23, back dated to 1st April 2022 plus 1 additional days annual leave (pro rata for part time staff)																															
	<p>Discussion: NJC pay agreement letter and pay scales were circulated as above. The Clerk confirmed back pay values totalling £749.14 and will write to employees confirming their new rates. The clerk advised there were two pay scale charts sent out that have been rounded up differently. The new pay scales, backdated pay and annual leave entitlements were approved for each employee.</p> <p>Proposed: Cllr NF Seconded: Cllr AB Outcome: All in favour</p>																															
2022/11/19	To agree payment schedule for November/December 2022																															
	<p>Expenditure</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Payment</th> <th>Charge</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Chg</td> <td>Bank Charges</td> <td>8.00</td> <td></td> <td>8.00</td> </tr> <tr> <td>BP</td> <td>Grasslands site visit 16 of 18</td> <td>80.00</td> <td>16.00</td> <td>96.00</td> </tr> <tr> <td>SO</td> <td>Glasik Kershaw - Payroll</td> <td>40.00</td> <td>8.00</td> <td>48.00</td> </tr> <tr> <td>BP</td> <td>HMRC</td> <td>368.59</td> <td></td> <td>368.59</td> </tr> <tr> <td>BP</td> <td>K Dawson BPC Clerk Salary</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Type	Payment	Charge	VAT	Total	Chg	Bank Charges	8.00		8.00	BP	Grasslands site visit 16 of 18	80.00	16.00	96.00	SO	Glasik Kershaw - Payroll	40.00	8.00	48.00	BP	HMRC	368.59		368.59	BP	K Dawson BPC Clerk Salary				
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BP	A James VH Clerk Salary			
BP	W Beadle Gardeners Salary			
	3 x Part time staff salaries	1,865.57		1,865.57
BP	Gardeners expenses	Nil		Nil
SO	V Hall Hire	10.00		10.00
BP	Clerks expenses allotment keys	7.20		7.20
BP	ERYC SLA street Lighting	2,136.78	427.36	2,564.14
BP	ERNLLCA training - Finance	20.00	4.00	24.00
BP	ERYC commercial waste	26.55		26.55
BP	T Cook & Son - dyke clearance	865.00	173.00	1,038.00
BP	T Cook Ltd - Allotment marker	132.00		132.00
DD	Norton Subscription	54.16	10.83	64.99
CHQ	Royal British Legion - wreath	23.00		23.00
BP	ERYC - ID badges x 2	8.60	1.72	10.32
CC	Credit card payments: 02 top up	20.00		20.00
CC	02 Top up - village hall clerk	25.00		25.00
CC	Cartridge People - toner	28.42	5.69	34.11
CC	ERYC Supplies - stationary	26.17	5.23	31.40
BP	Insurance renewal for 2023	1,730.99		1,730.99
BP	Site visit 17 & 18 plus Maint work at playpark & wetpour	1,660.00	332.00	1,992.00
	TOTAL		<u>983.83</u>	<u>10,119.86</u>

INCOME

Headstone inscription - Hawkyard	30.00
Burial - Blanchard	170.00

TOTAL 200.00

Proposed: Cllr DR
 Seconded: Cllr AB
 Outcome: All in favour

KD

2022/11/20

To receive Finance Committee report and agree outcomes.

Discussion: On Sunday 20th November the finance committee met to discuss budget for 2023/24.

There are a number of increases and decreases as per document circulated. The key recommendations of the finance committee are as follows:

Allotment water rates budget to remain at £350, with consideration to remove for 2024/25 and increase allotment rent to cover cost.

Allotment maintenance budget of £300 to be removed. Works will be subject to sufficient rent income. The allotments should effectively cover their own costs.

Cemetery maintenance – no change to £500 budget although recommend an annual review of fees.

CCTV maintenance – removal of £200 budget as meetings no longer held at Burstwick Primary School.

Removal of £500 budget for litter bins/LED bulbs.

Village maintenance contingency of £500 will be included under a new S137 heading.

Increases to salary budget in accordance with NJC pay scales.

Removal of £600 internal audit fees as no longer required.

	<p>External audit fees increase to £600.</p> <p>Subscription to Scribe Accounting £348 (NB: + £99 for VH Accounts) – this is a cloud based accounting system used by many parish councils and endorsed by ERNLLCA. Councillors will have read only access to contents. Scribe will enable the clerk to focus on other council responsibilities as opposed to completing and reconciling various spreadsheets.</p> <p>General admin contingency of £250 will be included under a new S137 heading.</p> <p>Removal of best kept allotments budget £60 as costs will be covered by allotment income.</p> <p>Parish projects include:</p> <p>War memorial garden £1,000</p> <p>Roll of Honour Board £250</p> <p>Flag Pole £600</p> <p>Cemetery Benches £800</p> <p>Coronation Event £1,250</p> <p>And finally creation of a £1,000 S137 budget.</p> <p>Proposed: Cllr NF Seconded: Cllr DR Outcome: All in favour</p>	
2022/11/21	<p>To agree Parish Council operational budget for 2023-24</p> <p>Discussion: Taking into account the finance committee recommendations the operational budget for 2023/24 will be: £40,060 (includes £99 VH Scribe) – an increase of £4,957, 14.12%</p> <p>Proposed: Cllr AB Seconded: Cllr DR Outcome: All in favour</p>	KD
2022/11/22	<p>To agree parish council precept for 2023/24</p> <p>Discussion: Finance committee considered three options.</p> <p>Option 1 – an increase of £3,500</p> <p>Option 2 – an increase of £4,000</p> <p>Option 3 – an increase of £4,500</p> <p>It is the recommendation of the finance committee to select Option 2. This forecasts a negative balance of -786 at the end of period 03/2024.</p> <p>Based on last years tax base of £600.20, precept equates to an increase of £6.66 on a Band D (from £45.82 to £52.48). Percentage increase of 14.54%.</p> <p>Proposed: Cllr NF Seconded: Cllr PT Outcome: All in favour of Option 2. The clerk will submit the precept demand upon receipt of the necessary paperwork.</p>	KD
2022/11/23	<p>To agree meeting dates for 2023</p> <p>Discussion: Due to other commitments / interests and for the benefit of the village hall bookings, it was suggested parish council meetings be held on the last Tuesday of the month at 7.30pm rather than a Thursday.</p> <p>Proposed: Cllr NF Seconded: Cllr DR Outcome: All in favour. The clerk will circulate a list of meeting dates for 2023.</p>	KD
2022/11/24	<p>Items for Tuesday 31st January 2023 agenda</p>	

Review: GDPR and Grant Awarding policy
Access to the cemetery and cemetery inspection
Amendment to Standing Orders
Emergency Plan

Meeting closed at 21.02pm. End.

KD