

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 25<sup>th</sup> APRIL 2019**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. N Fairbank NF

Public: 1, PC Whittacker, PCSO Bainton

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>19/04/01</b>	<b>To note apologies for absence</b>	
	Cllr. Cripsey Cllr. Gould Cllr. Rainforth	
<b>19/04/02</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 – none disclosed Cllr. N Fairbank – none disclosed Cllr. D James – cemetery	
<b>19/04/03</b>	<b>Members of the public are invited to address the council</b>	
	PC Whittacker asked the council for their views on speeding in the village, as he is involved in a local project on the issue.  Council stated that the main problem is at either end of the village; at Hariff Lane when cars are dropping from 60mph to 30mph and at Hedon Road and through onto Main Street.  There are also issues with HGV's coming through the village.  Concerns were raised about the Weghill Road junction, especially during the summer when visibility is reduced.  PC Whittacker asked if the council would consider removing the 20mph signs, if they are removed then Safer Roads Humber would start enforcement again. It was asked what the justification is from Safer Roads Humber to stop enforcement due to the 20mph? Why can't both be in place at the same time?  Clerk said that this decision can't be taken at this meeting, it has be included as an agenda item and will be part of the May agenda.	

19/04/04	<b>To confirm the minutes of the meeting held on 28<sup>th</sup> March 2019</b>	
	Signed as a correct record. Proposed: NF Seconded: AB Outcome: All agree	
19/04/05	<b>To receive the clerks report and councillors updates</b>	
	<ul style="list-style-type: none"> <li>• Clerk has spent time preparing end of year accounts, submitting the books to the internal auditor and completing paperwork for the council's annual return</li> <li>• Allotment rent letters have been sent out on 2<sup>nd</sup> April, approx. 70% of rent has been paid so far</li> <li>• The play area was inspected by the clerk and Cllr. Gould on 2<sup>nd</sup> April, there were no major areas of concern except that the new weldmesh goals had been tampered with and a number of screws had been pulled out, Riley Engineering has agreed to re-fix and tighten screws</li> <li>• The push down taps are due to be installed at the allotments on Monday 29<sup>th</sup> April</li> <li>• It has been brought to my attention that someone has buried asbestos at the allotments, near the vehicle gate; I will be displaying posters warning that this is a criminal offence and if the perpetrator is identified then the relevant authorities will be notified</li> <li>• The new potting bench is in place at the cemetery, for flower preparation</li> <li>• Clerk received official notice from ERYC that all seven serving councillors have been re-elected uncontested along with one new member, there is still one vacancy and this will be advertised after the May parish council meeting</li> </ul> <p><b>Councillors updates</b></p> <ul style="list-style-type: none"> <li>• Cllr. Fairbank reported that the bungalow called Holcroft appears to have had extensive alterations and questioned if planning permission was granted for this. DJ to check planning public access</li> <li>• Cllr. Brown reported a young male driver in a black car is speeding along Churchill Avenue, number plate is to be reported to PCSO Bainton</li> <li>• Cllr. Brown also reported that there is no litter bin on Churchill Rise or Churchill Avenue side of the village, clerk suggested adding this to next month's agenda</li> <li>• Cllr. Brown also reported that the Conservative Party local elections poster has been placed on or very near to the brick planter on Hedon Road and asked if this could be relocated, clerk to email the Conservative Office</li> </ul>	<p><b>Clerk</b></p> <p><b>DJ</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
19/04/06	<b>To note correspondence received</b>	
	<p><b>Police Report</b> Crime data: No crimes reported in March</p> <p><b>ASB:</b> 2<sup>nd</sup> and 3<sup>rd</sup> March – nuisance off road motorbikes on bridleway, Hariff Lane</p>	
	<p><b>Burstwick Parish Council emails</b> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>01/19-20 ERNLLCA Newsletter for March</p> <p>02/19-20 ERYC PSPOs – Alcohol Prohibition final response required</p> <p>03/19-20 Humberside Police – crime data for March</p>	

	<p>04/19-20 Humberside Police Streetbeat newsletter for March</p> <p>05/19-20 ERYC Town and Parish Liaison meetings (Wed 5<sup>th</sup> June, 6pm, Hedon)</p> <p>06/19-20 ERYC Overview and Scrutiny work programme 2019/20</p>	
	<p><b>Letters received</b></p> <p>5<sup>th</sup> April 2019 All Saints Parochial Church Council requesting the parish council to take over the maintenance of the churchyard</p> <p>8<sup>th</sup> April 2019 Glazik Kershaw payroll provider with P60s for council employed staff</p> <p>12<sup>th</sup> April ERYC Electoral Services with notice of uncontested election for Burstwick Parish Council</p>	
<b>19/04/07</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b></p> <p>None</p>	
	<p><b>Planning Decisions to note:</b></p> <p>None</p>	
	<p><b>Appeal Decisions to note:</b></p> <p>None</p>	
<b>19/04/08</b>	<b>To approve statement of accounts for year ending 31<sup>st</sup> March 2019</b>	
	<p>Council to approve receipts and payments account and bank reconciliation for year ending 31<sup>st</sup> March 2019. A copy of the signed accounts will be included with these minutes.</p> <p>There were no questions or comments.</p> <p>Council to approve statement of accounts for year ending 31<sup>st</sup> March 2019.</p> <p>Proposed: AB  Seconded: NF  Outcome: All agreed</p>	
<b>19/04/09</b>	<b>To note internal auditors report for financial year 2018-19</b>	
	<p>There were two matter arising as follows:</p> <ol style="list-style-type: none"> <li>Allotment rents – the total in the allotments register was £638.00 but the amount recorded in the receipts and payments spreadsheet totalled £660.00.  This is due to two allotments at £11.00 each being re-let earlier this year so an extra £22 was collected in the 2018-19 financial year.  Clerk to include these rents in the allotment register so it all tallies.</li> <li>Council has met its responsibilities as trustee – village hall accounts yet to be audited. Alan Johnson collected the village hall books on Tuesday 23<sup>rd</sup> April, his report will be presented to council as trustees first and then to the next meeting of the village hall committee  Auditor concluded that ‘the accounts of the council continue to be well maintained and I am satisfied that the accounts as submitted are free of material error’.</li> </ol>	

<b>19/04/10</b>	<b>To approve annual return governance statement for financial year 2018-19</b>	
	<p>Council worked through each question and ‘yes’ answers were given.</p> <p>Council to approve annual governance statement.</p> <p>Proposed: NF  Seconded: AB  Outcome: All agreed</p>	
<b>19/04/11</b>	<b>To approve annual return accounting statement for financial year 2018-19</b>	
	<p>Councillor considered the accounting statement.</p> <p>There were no questions or comments.</p> <p>Council approves the accounting statement for financial year 2018-19.</p> <p>Proposed: AB  Seconded: DJ  Outcome: All agreed</p> <p>Clerk confirmed that public rights to scrutinise accounts will run from Monday 17<sup>th</sup> June to Friday 26<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 to the external auditor by 1<sup>st</sup> July 2019.</p>	
<b>19/04/12</b>	<b>To discuss request from All Saints Burstwick PCC that the parish council take over the maintenance of the churchyard as set out in section 215 of the Local Government Act 1972</b>	
	<p>Clerk read out the letter received from the PCC dated 5<sup>th</sup> April 2019. There was a wide ranging discussion including the following points:</p> <ul style="list-style-type: none"> <li>• There is still ill feeling towards the Dioceses after the parish council was charged an ‘inflated’ amount of money to purchase half of Festive Field</li> <li>• ERYC can charge ‘special expenses’ on the precept towards the maintenance of the church yard</li> <li>• Could the parish council negotiate with the Diocese, e.g. if they give the parish council the village hall, then the council would look after the church yard?</li> <li>• Why don’t the Diocese sell off some land locally to pay for the upkeep of the church yard?</li> <li>• If it was just grass cutting then the council would consider it</li> <li>• When was the last safety inspection of the head stones and trees?</li> <li>• What are the up-to-date costs of looking after the Churchyard – does the PCC have a budget for its maintenance?</li> <li>• Council needs to make sure it’s doing the right thing for the parish</li> </ul> <p>It was proposed to gather further information and to hold a site meeting at the Churchyard before bringing this agenda item back to the May meeting for a final decision.</p> <p>Proposed: AB  Seconded: NF  Outcome: All agreed</p>	<b>Clerk</b>

<b>19/04/13</b>	<b>To consider including burial fees in the cemetery section of the council's website</b>																																							
	<p>Fees are included on a number of local parish council websites.</p> <p>There were no objections for this information to be placed on the website, some felt it would help families to make decisions.</p> <p>Council to agree for the burial fees to be included on the website.</p> <p>Proposed: DJ  Seconded: NF  Outcome: All agreed.</p> <p>Clerk to upload document onto website.</p>	<b>Clerk</b>																																						
<b>19/04/14</b>	<b>To consider community grant application from Burstwick Scouts for camping stoves</b>																																							
	<p>Grant request has been received from Helen Little – Burstwick Scout Group Chair, for the purchase of 3 cartridge camping stoves totalling £44.97.</p> <p>There was no objections to this grant application, other than if they are using the stoves on Festive Field then to make sure they are placed on a heat proof surface to limit damage to the grass.</p> <p>Council to approve this grant application. The grant will be paid using S137 powers.</p> <p>Proposed: AB  Seconded: NF  Outcome: All agreed.</p> <p>Clerk to post cheque, offer letter and conditions.</p>	<b>Clerk</b>																																						
<b>19/04/15</b>	<b>To agree payments in accordance with the budget</b>																																							
	<p>Approve the schedule of payments for April as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>ERNLLCA annual membership fee</td><td style="text-align: right;">669.65</td></tr> <tr><td>Riley Engineering Ltd</td><td style="text-align: right;">894.00</td></tr> <tr><td>AJACS - internal audit fees – PC</td><td style="text-align: right;">338.50</td></tr> <tr><td>Npower</td><td style="text-align: right;">21.48</td></tr> <tr><td>Npower</td><td style="text-align: right;">101.37</td></tr> <tr><td>Npower</td><td style="text-align: right;">1.76</td></tr> <tr><td>Npower</td><td style="text-align: right;">88.68</td></tr> <tr><td>Welmedial - defib pads</td><td style="text-align: right;">37.14</td></tr> <tr><td>HMRC</td><td style="text-align: right;">0.00</td></tr> <tr><td>Staff salaries for April</td><td style="text-align: right;">961.92</td></tr> <tr><td>R Blackburn - expenses - mileage</td><td style="text-align: right;">29.70</td></tr> <tr><td>Gardeners expenses - petrol</td><td style="text-align: right;">20.00</td></tr> <tr><td>Glazik Kershaw payroll</td><td style="text-align: right;">42.00</td></tr> <tr><td>Credit card - Seton - litter pickers</td><td style="text-align: right;">130.68</td></tr> <tr><td>Credit card - Cartridge People - laserjet ink</td><td style="text-align: right;">30.50</td></tr> <tr><td>Credit card - O2 mobile phone for VH Clerk</td><td style="text-align: right;">19.00</td></tr> <tr><td>Credit card - O2 top-up credit</td><td style="text-align: right;">10.00</td></tr> <tr><td>All Saints Scout Group – grant</td><td style="text-align: right;">44.97</td></tr> <tr><td></td><td style="text-align: right;"><b>3441.35</b></td></tr> </table>	ERNLLCA annual membership fee	669.65	Riley Engineering Ltd	894.00	AJACS - internal audit fees – PC	338.50	Npower	21.48	Npower	101.37	Npower	1.76	Npower	88.68	Welmedial - defib pads	37.14	HMRC	0.00	Staff salaries for April	961.92	R Blackburn - expenses - mileage	29.70	Gardeners expenses - petrol	20.00	Glazik Kershaw payroll	42.00	Credit card - Seton - litter pickers	130.68	Credit card - Cartridge People - laserjet ink	30.50	Credit card - O2 mobile phone for VH Clerk	19.00	Credit card - O2 top-up credit	10.00	All Saints Scout Group – grant	44.97		<b>3441.35</b>	
ERNLLCA annual membership fee	669.65																																							
Riley Engineering Ltd	894.00																																							
AJACS - internal audit fees – PC	338.50																																							
Npower	21.48																																							
Npower	101.37																																							
Npower	1.76																																							
Npower	88.68																																							
Welmedial - defib pads	37.14																																							
HMRC	0.00																																							
Staff salaries for April	961.92																																							
R Blackburn - expenses - mileage	29.70																																							
Gardeners expenses - petrol	20.00																																							
Glazik Kershaw payroll	42.00																																							
Credit card - Seton - litter pickers	130.68																																							
Credit card - Cartridge People - laserjet ink	30.50																																							
Credit card - O2 mobile phone for VH Clerk	19.00																																							
Credit card - O2 top-up credit	10.00																																							
All Saints Scout Group – grant	44.97																																							
	<b>3441.35</b>																																							

	<p><b>Receipts</b></p> <p>Cemetery fees 150.00</p> <p>Cemetery fees 150.00</p> <p>Allotment rents (at 26.4.19) 395.00</p> <p><b>695.00</b></p> <p>Proposed: NF  Seconded: AB  Outcome: All agreed</p>	
<b>19/04/16</b>	<b>Items for next month's agenda</b>	
	<ul style="list-style-type: none"> <li>• Closed churchyard at All Saints</li> <li>• Litter bin on Churchill Rise / Avenue</li> <li>• Allotments inspection report</li> <li>• Discuss the removal of 20mph signs to re-instate Safer Roads Humber speed enforcement</li> </ul>	
	<p><b>Date of next meeting</b>  <u>Thursday 9<sup>th</sup> May, 7.30pm</u></p>	
	<b>Meeting closed at: 21.32</b>	