

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE VILLAGE HALL ON TUESDAY 25th OCTOBER 2022

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

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

	Discussion and agreement	Action
2022/10/01	To note apologies for absence	
	Apologies tendered by Cllr N Boynton.	
2022/10/02	Councillors to disclose their interests in matters to be discussed	
	Cllr. A Brown - Allotments Cllr. M Cripsey – Play area and village hall Cllr. S Gould - None Cllr. D James – Finance committee and village hall Cllr. D Rainforth – Planning (pecuniary) Cllr. N Fairbank – play area and allotments Cllr. P. Tong - Allotments Cllr. P. Para green - Allotments	
2022/10/03	Members of the public are invited to address the council	
	None present.	
2022/10/04	To confirm the minutes of the meeting held on 29th September 2022	
	Proposed: Cllr NF Seconded: Cllr DR Outcome: Minutes unanimously agreed and signed.	Clerk
2022/10/05	To receive the clerks report, Chairman’s report and councillors’ updates	
	<u>Clerks report on actions taken, issues and updates:</u> Pigeon mess has been cleared up at the cut through on Church Lane, as confirmed by the property owner who identified dog mess and a potential slip hazard in the same area. The clerk has passed the reports onto ERYC. The dog warden has put up signage in the area. The dip/drainage in the pavement was clarified by Cllrs. The end of project report to the Burton Dipsea Windfarm Panel/ERYC has been submitted upon completion of the new play equipment. Disappointment regarding the lack of response and action from the community pay back service has been addressed. A site meeting was held and there are a number of reasons for the delays. The clerk will continue to address the situation.	Clerk

	<p>The Christmas lights permit has been submitted to ERYC. A risk assessment will be required.</p> <p>The cemetery bin has been ordered and booked in for four weekly collections.</p> <p>ERYC are carrying out their annual review of rough sleepers in the region on the evening of 14th November 2022. If anyone is aware of anyone sleeping rough on the 14th please let the clerk know so she can respond. None identified at present.</p> <p>The cutting back of trees as the cemetery has been chased up. We are in the system along with 3200 other jobs with the forestry team. Due to staffing etc it looks as though we will have to wait our turn.</p> <p>A drop-in session at Withernsea Leisure Centre will be held on 2nd November between 12 and 7pm. Cllrs and residents are welcome to attend and speak to planning officers about the Local Plan Update</p> <p>Opening of the National Grid Venture’s statutory consultation for the Humber Low Carbon Pipeline project in our region is from 31st October to 29 November. In person and online events are being held in Easington, Parrington, Hedon and Paull.</p> <p>The Clerk is meeting a flood warden on 29th November to familiarise herself with the area and the work of the team.</p> <p>Staff appraisals for Walt and Andy will be held before the next parish meeting.</p> <p>The Emergency Plan needs reviewing</p> <p>A cemetery inspection is due.</p> <p><u>Chairman’s report / update</u></p> <p>The book swap is open and in use every Wednesday between 12 noon and 2pm with complimentary tea and coffee. Details are on social media and in the newsletter.</p> <p>The newsletter has been printed and is out for distribution.</p> <p>Theresa Gale, ERYC has confirmed there is £861.44 in commuted sums. This can be put towards new nets and hoop in the play area.</p> <p>Grasslands have completed the majority of works on the play area. Additional wet pour is required.</p> <p>All are welcome to attend a meeting held by the Arch Deacon in the village hall regarding the closure of All Saints Church on 15th November at 7pm.</p> <p><u>Vice Chair’s report / update</u></p> <p>A defective streetlight on Churchill Rise has been reported.</p> <p>As Parish Transport Champion a transportation meeting was attended today. There are no plans to reduce the service to Burstwick and the hourly bus is proving to be a profitable one. A route in consideration of the village having no local shop is under consideration.</p> <p>The Remembrance Garden has been dug over at the cemetery for roses in February / springtime. New seating or the re-location of existing seating to be considered.</p>	<p>Clerk</p> <p>Clerk</p> <p>All Cllrs</p> <p>All Cllrs</p> <p>Clerk</p> <p>Clerk</p> <p>DJ</p> <p>Clerk</p> <p>All Cllrs</p> <p>AB</p>
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	<p><u>Councillors' updates:</u></p> <p>A blocked gully on Station Road was identified. To be reported to ERYC.</p> <p>An update regarding the Village Task Force work is to be verified. There is yellow paint on the road at Pinfold and Back Lane.</p> <p>The movement on play equipment posts will be re-visited.</p>	<p>Clerk</p> <p>Clerk</p> <p>DJ</p>
2022/10/06	To note correspondence received	
	<p>Humberside Police Parish/Town News</p> <p>ERNLLCA newsletter</p> <p>Humberside police newsletter</p>	
2022/10/07	To consider planning applications received and note planning decisions.	
a.	<p>Application 22/03201/PLF for change of use of agricultural land to a dog walking and training field with a 1.8m high timber post and wire mesh fence to perimeter at land north east of New Bridge, Newbridge Road, Burstwick.</p> <p>Discussion: Brief discussion held regarding the application which is on a booking system with parking provision noted.</p> <p>Decision: No objections</p> <p>Proposer: Cllr AB Seconder: Cllr SG</p> <p>Outcome: Application unanimously approved.</p>	Clerk
b.	<p>Application 22/03225/PLF for erection of a single storey extension to rear following demolition of existing conservatory at 17 Pinfold Lane, Burstwick.</p> <p>Discussion: Cllr DR declared a pecuniary interest in this application.</p> <p>Decision: No objections.</p> <p>Proposer: Cllr PP Seconder: Cllr MC</p> <p>Outcome: Application approved with one abstention.</p>	Clerk
c.	Application 22/00732/PLF – Loysville, Station Road, Burstwick. APPROVED. Noted	
d.	Application 22/00039/Refuse - Appeal Decision Allowed: 132 Main Street, Burstwick for the erection of single storey extension to rear. Noted.	
2022/10/08	<p><u>To discuss road safety in the village and receive any updates on action taken.</u></p> <p>New Hi Viz Vests received.</p> <p>The clerk has reported the incident at the crossing to ERYC management team, the police and Wayne Goodwin. Ward Councillors were copied in and will continue to be copied in on all future reports. A further report regarding concerns of wide loads coming through the village came in and has also been included.</p>	

	<p>Discussion: Burstwick Parish Council will continue to carry out speed watch in the village, reporting incidents to the traffic management team, police and ward Councillors. Residents are also encouraged to report such incidents direct as well.</p> <p>ERYC go by statistics of accidents/fatalities. Burstwick has a low score, but further statistics will be pushed for.</p> <p>Information was sought regarding how many speeders where local to the village. Cllr DJ confirmed he contacted Wayne Goodwin 8303 - community speedwatch coordinator who advised this information is not available.</p> <p>The village does not qualify for enforcement so volunteers will continue with the community speed watch during dry, daylight hours.</p> <p>The parish council is doing all that it can do and needs residents to join them in reporting speed and safety issues to the ERYC and police. The item will continue to be placed on the agenda.</p>	
2022/10/09	Allotment matters including inspection report & to agree actions	
	<p>Allotment inspection PP, NF & PT. 4/10/22</p> <p>Plot 9a - Not very much going on. Plot could be put to better use. Plot 16b - Overgrown with weeds, urgent action. Plot 21b - Appears empty & untidy. Plot 21c - Appears empty, very untidy. Plot 22a – Overgrown with weeds, urgent action. Plot 29- Cleared, but nothing planted. The tenant who also has 32b and he is going to get on with this. Parish gardens 45 - Poor condition. Letter recommended. Plot 46 - Poor condition. Letter recommended. Plot 47 - Monitor. Plots 48 & 49 - ok. Plot 50 - Very untidy with pallets and a cause for concern. (Send letter asking if they really want to keep their plot). Tenant attended recent meeting to request fruit trees are grown as the hedge is too high.</p> <p>Comments:- Outer hedge (beside Hariff Lane) - in need of trimming. Plot 48 - asked to keep hedge at present height - we didn't see any problem with this. PP noticed that the allotments are very untidy. Is it possible to hire a skip - There is quite a bit of rubbish on the allotments, (steel drums / pipes etc.) Query raised about the layout of the allotment plan. Allotment marker posts. Progressing this and hope to have it done in a few weeks.</p> <p>Discussion:</p> <p>The clerk advised: Plot 16b is now vacant. Plot 21b has signed their agreement. Bees are permitted. Plot 22a had a final warning. Notice to Quit recommended. The hedge needs to be kept level despite differing requests from tenants.</p> <p>The clerk is aware of the layout and would ask for the administration of the site plan to remain as is, as there are files and agreements signed up accordingly. The splitting of plots changes the layout similar to plots 41a, 41b and plot 42a and 42b.</p>	

	<p>Hedge cutting – The contractor will be asked to proceed with a good trim back of the hedge on Harrif Lane. Allotment officers happy to meet the contractor to discuss requirements.</p> <p>Additional keys to the noticeboard on site are to be cut for allotment officers.</p> <p>Provision of a skip will be placed on the next agenda. Costs will have to be covered by allotment income.</p> <p>Marker posts have been collected. A recission notice regarding the allotment markers will be placed on the next agenda.</p> <p>Decision: Hedge cutting, letters to tenants, key cutting and a notice to quit approved.</p> <p>Proposer: Cllr DR Seconder: Cllr NF</p> <p>Outcome: Unanimously agreed. Clerk to action.</p>	<p>PT PP</p> <p>Clerk</p>
<p>2022/10/10</p>	<p>To consider purchase, location and Planning permission (if required) for a parish flag pole.</p>	
	<p>Discussion: Planning permission is not required from ERYC if on private / parish land and it is below 6m.</p> <p>If the flagpole is to be sited on ERYC land, a licence will be required and an indemnity to indemnify ERYC against any claims, whatsoever that may arise as a result of the erection, retention and maintenance of the flagpole.</p> <p>The minimum foundation size of 400mm x 400mm x 650mm deep is required and to be constructed in a manner and in materials approved by ERYC.</p> <p>Approval would have to be sought from the Road Safety Team if within the highway.</p> <p>Two quotes have been obtained for a 6m, one piece white glass fibre flagpole, to be ground mounted in the W.I garden which is secure and within the grounds of the village hall, complete with galvanised steel hinged baseplate, gold coloured rotating finial set and halyard. Subject to approval, works will be planned for Quarter one next year.</p> <p>Quote 1: With external halyard complete with cleat £230 Quote 2: With internal halyard complete with lock, key and flag weight £365. For both quotes with delivery, excavation and installation of flagpole using a prefabricated concrete block £295 and 1 x sewn polyester union flag 183 cm x 91 cm roped and toggled £60. Option 1 = £585 + VAT (£702) Option 2 = £720 + VAT (£864)</p> <p>Decision: Option 1 for £585 + VAT proposed.</p> <p>Proposed: Cllr DR. Seconded: Cllr PT.</p> <p>Outcome: All agreed. Care to be taken of the rose bush in the garden area and excavation to ensure height does not exceed 6m. Noted.</p>	<p>DJ</p>
<p>2022/10/11</p>	<p>To discuss retention / disposal of calor gas bottles and fires</p>	
	<p>Discussion: Prices have been sought for the free collection of the four calor gas bottles at £7.50 per bottle was discussed along with the private sale or donation of the gas heaters to a charity.</p>	<p>DJ</p>

	<p>Decision: It was agreed to accept £30 for the calor gas bottles and to donate the gas heaters to a charity using the Chairmans discretion.</p> <p>Proposed: Cllr AB Seconded: Cllr PP Outcome: All agreed. The clerk will amend the asset register and the emergency plan once actioned.</p>																																																																																												
2022/10/12	To discuss unauthorised encampments																																																																																												
	<p>Discussion: Slides of a presentation from a recent ERNLLCA meeting regarding unauthorised encampments were circulated. Cllr PP highlighted that new legislation on taking action has been made easier by significant risk, distress, vehicle condition, conduct, damage to land or disruption being decided by the police.</p> <p>Outcome: Noted. The clerk will retain the information.</p>	Clerk																																																																																											
2022/10/13	To identify items in consideration of the budget																																																																																												
	<p>Discussion: The following should be taken into consideration for budget purposes: Allotment competition with prizes, upgrade of play equipment, village hall flagpole, Roll of Honour, gardens, cemetery benches, a Coronation event and additional street light replacements.</p> <p>Outcome: A meeting of the Finance Committee will be held on Sunday 20th November.</p>	<p>Clerk</p> <p>DJ AB PP DR KD</p>																																																																																											
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Burstwick Parish Council Accounts - 2022-2023
Quarterly Financial Update

	Payments				Actual	Budget
	Q1	Q2	Q3	Q4		
General Admin	966.20	1,156.61			2,122.81	5,705.00
Wages	3,761.29	3,780.65			7,541.94	14,208.00
Allotment Refund	-	-			-	-
Allotments	44.00	135.35			179.35	650.00
Cemetery	-	-			-	500.00
Fuel	83.17	50.07			133.24	-
Village Maintenance	1,477.44	344.25			1,821.69	5,750.00
Play Area	160.00	2,912.60			3,072.60	4,980.00
Parish Projects	-	450.00			450.00	3,310.00
S137	-	-			-	-
Grants	2,277.46	-			2,277.46	-
Bank Fees	47.50	34.17			81.67	-
VAT	296.30	739.02			1,035.32	-
	9,113.36	9,602.72			18,716.08	35,103.00

Receipts	
Q1 (April - June)	15,877.56
Q2 (July - September)	2,145.74
Q3 (October - December)	-
Q4 (January - March)	-
	18,023.30

Financial papers above were circulated and approved.

Proposer: Cllr DR

Seconder: Cllr PP

Outcome: Unanimously agreed.

2022/10/16

To consider estimate from T Cooke & Son Farmers for Festive Field Dyke

Discussion: A written quotation to flail and remove sludge from the dyke at the bottom of the festive field was requested due to feedback from the flood wardens. Whilst an essential requirement it has not been budgeted for and the requirement is earlier than anticipated.

Decision: It was agreed for the works to commence at a cost of £865 + VAT. Contractor to be asked not to do work when the ground is wet and to carry out if possible before 20th November when the next wet run is carried out by the flood team.

Proposer: Cllr DR

Seconder: Cllr PT

Outcome: Unanimously agreed. Clerk to diarise for drier summer months in the future and make provision for in each budget.

Clerk

Clerk

2022/02/17

To consider, discuss and agree outcome of parish Clerks staff appraisal

The Parish Clerks appraisal was held on Sunday 23rd October 2022 with Cllr. James and Cllr. Brown.

Objectives were agreed as follows:

Follow-up previous land research enquiry with ERYC to provide a new village cemetery. Map out process and actions required – Q2 2023.

Clerk

	<p>Over the next 18/24 months collectively work with the Village Hall Clerk, map out process and timescale for the potential acquisition of Burstwick Village Hall to secure the amenity on a long-term basis. Existing lease expires 31/03/2027. Produce annual leave summary for all employees detailing employment date, years of employment, annual entitlement and summary of booked/taken and remaining leave – Q1 2023.</p> <p>Produce summary of parish council policies and fees, detailing creation date (if applicable), last and next review date. To include locations if published or if kept on file – Q1 2023.</p> <p>Training:</p> <ul style="list-style-type: none"> • Commence CiLCA training during next 18/24 months. • Complete Microsoft Excel Teacher Training YouTube videos – Q4 2023. <p>Salary and Hours:</p> <ul style="list-style-type: none"> • Clerk is currently on SCP 12 and works an average of 54 hours per month (12 per week, plus 2 hours to attend parish council meeting). <p>Hours During the appraisal it was noted the clerk regularly works in excess of 12 per week. An increase to 14 hours was proposed to commence 1 st November 2022. Proposed: DR Seconded: AB Outcome: All agreed.</p> <p>Salary At the request of the chairman, ERNLLCA previously carried out a job evaluation exercise for the post of Clerk to Burstwick Parish Council. A recommendation was reached by ERNLLCA using the results of a national job evaluation exercise commissioned by NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks). The results places councils in four scales, and Burstwick falls into Scale 1. Within each scale are three ranges, those being the Substantive Range (i.e., a council doing what would be expected for a council of its size); a below Substantive Range; and an above Substantive Range. From the information provided to ERNLLCA, Burstwick is in the above Substantive Range, primarily because of the statutory responsibilities on the Clerks shoulders in managing a cemetery and allotments. An in-depth discussion took place and the council considered increasing the clerk to either SCP 15 or SCP 16 from 1 st April 2023. The chairman called a vote as follows:</p> <p>2 voted in favour of SCP 15 6 voted in favour of SCP 16 Motion carried to increase clerk to SCP 16 from 1 st April 2023.</p>	<p>Clerk</p> <p>Clerk</p>
<p>2022/10/18</p>	<p>To receive letter from Hedon TC re: Fracking and consider response</p>	
	<p>Discussion: Letter circulated. It was noted that several Councillors don't have a problem with fracking. No further comments were made.</p> <p>Decision: No action.</p>	
<p>2022/10/19</p>	<p>To receive AGAR external audit report and certificate 2021/22</p>	
	<p>Discussion: The External Auditor report 2021/22 states: On the basis of the review of Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper</p>	

	<p>Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p> <p>Other matters not affecting our opinion which we draw to the attention of the authority: The smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start of the period. As a result, the smaller authority must answer 'no' to Assertion 4 on the Annual Governance Statement for 2022/23 and ensure that it makes proper provision for the exercise of public rights during 2023/24.</p> <p>Outcome: Comments noted. The Clerk had publicised the Notice of Conclusion of Audit.</p>	
2022/10/20	To resolve to purchase a wreath for Remembrance Day 2022	
	<p>Discussion: The purchase of a wreath is an ongoing annual purchase.</p> <p>Decision: It was RESOLVED that Burstwick Parish Council, in accordance with the powers of Section 137 of the L.G.A 1972, should incur the following expenditure, which in the opinion of the council, is in the interests of its inhabitants and will benefit them in a manner commensurate with the expenditure: To purchase one wreath from the Royal British Legion for £23.00</p> <p>Proposer: Cllr AB Seconder: Cllr PP</p> <p>Outcome: Purchase of the wreath unanimously agreed. Wreath received.</p>	Clerk
2022/10/21	Items for the next agenda.	
	<p>GDPR Policy Cemetery Inspection Staff appraisals Emergency plan update Skip hire for allotments Budget / precept Receive recission notice re: allotments Meeting dates for 2023</p>	Clerk
	Next meeting to be held on Thursday 24th November 2022 at 7.30pm	

Meeting closed.