

BURSTWICK PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD IN THE VILLAGE HALL ON THURSDAY 26th May 2022

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chairman AB
 Cllr. M Cripsey MC
 Cllr. D Rainforth DR
 Cllr. P Tong PT
 Cllr N. Boynton NB

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

	Discussion and agreement	Action
2022/05/01	Election of Chairman	
	The Vice Chairman took the chair and asked for nominations for the Chairman. Cllr DJ was nominated. No other nominations were made. Proposed: DR Seconded: MC Outcome: It was unanimously agreed that Cllr DJ be re-elected as Chairman who duly signed his Declaration of Office.	Clerk
2022/05/02	Election of Vice Chair	
	The Chairman asked for nominations for the role as Vice Chairman. Cllr AB was nominated. No other nominations were made. Proposed: PT Seconded: NB Outcome: It was unanimously agreed that Cllr AB be re-elected as Vice Chairman who duly signed her Declaration of Office.	Clerk
2022/05/03	To note apologies for absence	
	Apologies tendered by Councillor's N. Fairbank and S. Gould.	
2022/05/04	Councillors to disclose their interests in matters to be discussed – Dean	
	Cllr. A Brown – Allotments and village hall Cllr. M Cripsey – Play area and village hall Cllr. D James - Jubilee and village hall Cllr. D Rainforth - Cemetery Cllr P Tong - Allotments All councillors have received a blank Register of Interests form to complete if their circumstances / interests have changed. It is the Councillor's own responsibility to complete any changes and return the form to the Clerk. Noted.	All Cllrs
2022/05/05	Members of the public are invited to address the council	
	None present.	
2022/05/06	To confirm the minutes of the meeting held on 28th April 2022	
	Subject to a typo amendment being made in April's schedule of payments, the minutes of the meeting were confirmed as a correct record. Proposed: DR Seconded: MC Outcome: Minutes approved and signed with all in favour.	Clerk

2202/05/07	<p>To confirm the minutes of the Parish Meeting held on 28th April 2022. The minutes of the Parish meeting were confirmed as a correct record.</p> <p>Proposed: PT Seconded: AB Outcome: Minutes approved and signed with all in favour.</p>	Clerk
2022/05/08	<p>Council to review Committees Terms of Reference</p> <p>The parish council has the following committees:</p> <ul style="list-style-type: none"> • Allotments • Cemetery • Communications • Finance/personnel • Play area • Village Hall Management Committee <p>The committees are advisory and make recommendations to full council meetings where the decision is then taken by the parish council acting as the corporate body. The only exception is the Village Hall Management Committee which has delegated responsibility and decision making for the day to day running of the village hall. There is a separate term of reference for this committee.</p> <p>Allotments</p> <ul style="list-style-type: none"> • 3 members • Conduct regular allotment inspections • Advise on allotment issues • To meet as and when required • Review tenancy agreement every two years • Make recommendations to full council <p>Cemetery</p> <ul style="list-style-type: none"> • 3 members • Conduct inspection twice a year • Advise on cemetery issues • To meet as and when required • Review cemetery regulations every two years • Make recommendations to full council <p>Communications</p> <ul style="list-style-type: none"> • 3 members • Lead on website updates and maintenance • Village newsletter • Press releases • Coordinate information on website and village noticeboards • Make recommendations to full council <p>Finance / Personnel</p> <ul style="list-style-type: none"> • 3 members (one not a bank signatory) • To conduct quarterly internal monitoring of transactions and report back to full council • To advise on budget setting / financial planning • To advise on recruitment, retention and training of staff and councillors • Conduct annual appraisal with clerk and report back to full council 	

	<ul style="list-style-type: none"> • Review staff wages once a year in October and make recommendation to full council • To review every two years councils employment policies and make recommendation to full council • To meet as and when required <p>Play Area</p> <ul style="list-style-type: none"> • 6 members (2 are non-councillors) • To conduct regular safety inspections • To help identify repairs needed to equipment • To help develop funding bids for new equipment when necessary • To meet when required • Make recommendations to full council <p>Village Hall Management Committee</p> <ul style="list-style-type: none"> • 4 members • To join with the other members of the committee made up of user groups from the hall • Delegated responsibility for the day to day running of the village hall • See separate terms of reference <p>Discussion: An additional member was suggested for the finance / personnel committee and the co-ordination of information/data re: community speed watch be added under the remit of the communications committee.</p> <p>Proposed: DJ Seconded: DR</p> <p>Outcome: Both suggestions were unanimously agreed.</p>	Clerk
2022/05/09	Election of Committees	
	<p>Committee membership for 2022 – 23 was agreed as follows.</p> <p>Allotments Cllr. Fairbank Cllr. Tong One vacancy to be deferred to a future meeting.</p> <p>Cemetery Cllr. Gould Cllr. Brown Cllr. Rainforth</p> <p>Communications Cllr. Brown Cllr. James Cllr. Boynton</p> <p>Finance / Personnel Cllr. James Cllr. Rainforth Cllr. Brown One vacancy to be deferred to a future meeting.</p>	

	<p>Play area Cllr. Cripsey Cllr. Gould Cllr. Fairbank Cllr. Boynton school Parent</p> <p>Village Hall management committee Cllr. Brown – Chair Cllr. Cripsey Cllr. Gould Cllr. James</p> <p>Proposed: AB Seconded: PT</p> <p>Outcome: Agreed with all in favour. Vacancies to be placed on a future agenda.</p>	Clerk
2022/05/10	To receive the clerks report, Chairman’s report and councillors updates	
<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p> <p>j.</p> <p>k.</p> <p>l.</p>	<p>A water butt is in place near to the first few allotments.</p> <p>Allotment 45 has been given up and re-let in an overgrown condition.</p> <p>A faulty tap near plot 7 and 8 is being repaired by Walt.</p> <p>A few rent payments are outstanding. A ‘reminder’ has been put in the notice board.</p> <p>ERNLLCA has enquired if anyone knows of anyone hosting Ukraine families for support network purposes. Councillors to contact the Clerk if they are aware of any.</p> <p>A 2 Year Criminal Behaviour Order has been issued to the local vagrant.</p> <p>There is an East Riding wide reason why lining was done on the roads prior to the expected surface dressing which has had to be deferred for a year. The reason is not public knowledge yet and subject to release by ERYC.</p> <p>The Play Inspection Company sent apologies that the revised inspection due in April had not been carried out due to unforeseen circumstances from the inspector. The inspection has since been chased up again and carried out. Report awaited. The Clerk has advised the Primary School.</p> <p>Councillors were reminded to send the Clerk items for the Village Force Schedule: ie, potholes, painting, sweeping, cleaning, weeding tasks etc.</p> <p>Cllrs NF and PT are meeting the Playdale surveyor on site 27th May 2022 in advance of the new play equipment being installed. The Primary School are aware of the visit.</p> <p>Cllr NB and the Clerk are attending Code of Conduct training on 22nd June.</p> <p>The gardener confirmed five days of annual leave in June.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Clerk</p> <p>All Cllrs</p> <p>NF / PT</p> <p>NB Clerk</p>

	<p>Chairman</p> <p>Cllr PW has today tendered his resignation. Cllr DJ will respond and contact those that applied for the recent vacancy. The resignation will be placed on the next agenda and advertised accordingly.</p> <p>Low level graffiti has been removed from the play area.</p> <p>The missing bricks on the Station road planter have been replaced.</p> <p>Councillors</p> <p>Cllr NB requested background information for the play area.</p> <p>Cllr PT has put dog foul signage up with residents requesting further signage. Cllr DJ to price up further signage.</p>	<p>DJ Clerk</p> <p>Clerk DJ</p>
2022/05/11	To note correspondence received	
	<p>3.5.22 ERVAS Update ERNLLCA April Newsletter Emergency planning – Lighting of Beacons/ Queen’s ubilee5.5.22 Humberside Police – Mid Holderness Ward Newsletter</p> <p>10.5.22 NHS/CCG – Newsletter ERYC Code of Conduct training (NB)</p> <p>12.5.22 ERYC – UK Shared Prosperity Fund & Multiply Summer Holiday Activites & Food Grant Holderness Health - New premises</p> <p>17.5.22 ERVAS – Volunteers Week</p>	
2022/05/12	To consider planning applications received and note planning decisions.	
	<p>Notice of Decision – GRANTED : Erection of two storey extension to side at 11 Churchill Rise, Burstwick. 22/0035/PLF. Noted.</p> <p>Notice of Decision – GRANTED : Erection of two storey extension to the side at 10 Elm Tree Farm Road, Burstwick. 22/00717/PLF. Noted.</p> <p>Notice of Decision – GRANTED : Erection of office block and storage building with associated parking following demolition of existing office accommodation and hay barn at unit 4, Forkerleys, Hedon Road, Burstwick for: Paragon Space Ltd. 22/00077/PLF. Noted.</p> <p>Variation of Condition 4 (purpose of canopy extension), Condition 5 (hours of operation) and Condition 6 (hours of deliveries) of planning permission 18/00441/PLF (re-location of portable offices and erection of canopy to existing factory) at: Unit 4, Forkleys, Hedon Road, Burstwick for: Paragon Space Ltd.</p> <p>Decision: No objections.</p> <p>Proposer: MC Seconder: PT</p> <p>Outcome: No objections unanimously agreed.</p>	<p>Clerk</p>

	<p>Application 22/01574/PLF. Erection of single storey extension to rear and construction of two balconies to the rear following removal of existing conservatory extension at 20 Pinfold Lane, Burstwick.</p> <p>Decision: No objections</p> <p>Proposer: AB Seconder: DR</p> <p>Outcome: No objections unanimously agreed.</p>	Clerk
2022/05/13	To confirm Jubilee arrangements and any additional costs / matters.	
	<p>Discussion: Trophy and mug samples were presented. The committee met yesterday and all plans are progressing well. Cllr DJ presented receipts for payments which will be added onto the payments schedule for May. £500 funding has been received. The small grants fund has since closed. Payment for Hi-Viz vests, 6 dozen breadcakes, £20 worth of sweets and recyclable cups was requested and approved.</p> <p>Decision: Extra purchases approved.</p> <p>Proposer: DR Seconder: NB</p> <p>Outcome. Unanimously agreed.</p>	Clerk DJ
2022/05/14	To discuss road safety in the village and receive any updates on action taken	
	<p>Speed watch training for Cllrs and residents was held in the Village Hall on Friday 20th May by the trainer, Wayne Goodwin. A further training session will be confirmed at a later date. The equipment will be stored in the Village Hall and added to the asset register. Noted</p> <p>Burstwick is listed for a further study on this year's programme (TP135), however due to budget cuts of 50% at ERYC reinstatement is being negotiated. Therefore, some projects may have to be extended into next year. Noted.</p>	
2022/05/15	To review regular parish council business	
	<p>A list of regular business was circulated to all Cllrs.</p> <p>Discussion: It was suggested that the Holderness Health prescription and medicine collection service be added onto the list and community speed watch be included under the remit of the police.</p> <p>Proposer: DR Seconder: MC</p> <p>Outcome: It was unanimously agreed that the clerk will add both suggestions onto the list of regular business.</p>	Clerk
2022/05/16	To review Councillors that sit on external bodies	
	<p>Burton Pidsea Wind Farm Panel (DJ / AB in reserve) ERNLLCA District Committees (PT / DR) NHW coordinator / Forum (DJ) ERYC Transport Champion (AB) Holderness Health town and parish forum (AB)</p>	

	<p>Police - Community Advise Group is open to members of the public and will be passed onto Cllr DJ to add onto social media outlets.</p> <p>Decision: The above Cllrs will remain as parish representatives.</p> <p>Proposer: DR Seconder: PT</p> <p>Outcome: Unanimously agreed.</p>	Clerk
2022/05/17	<p>To review the Parish council asset register</p> <p>The existing asset register was circulated to all councillors.</p> <p>Discussion: Two way walkie talkie to be deleted with speed watch equipment, clerks mobile phone, 2 x 2 way radios, village hall clerks laptop and gardeners strimmer are to added.</p> <p>Decision: The clerk will make the above alterations with values, to the asset register for audit and insurance purposes.</p> <p>Proposed: MC Seconded: DR</p> <p>Outcome: Unanimously agreed.</p>	Clerk
2022/05/18	<p>To approve Village Hall accounts for the financial year 2021-22</p> <p>Discussion: Village hall accounts circulated for perusal with a closing balance of £12,275.88 noted. Lettings have increased with many of former groups returning since lockdown and some new users also using the facility. The largest expenditure was for the flat roof. Future expenditure will be for the new toilets.</p> <p>Decision: Accounts approved.</p> <p>Proposed: DR Seconded: PT</p> <p>Outcome: Unanimously agreed.</p>	
2022/05/19	<p>To review and agree parish council operational risk assessment for 2022-23</p> <p>Discussion: The operational risk assessment was circulated and discussed with several adjustments identified.</p> <p>Decision: Electronic payments and the Wayleave agreement are to be included. Amendment to the clerks home working provision and CILCA to be made. Quarterly expenditure monitoring will resume this year.</p> <p>Proposed: AB Seconded: PT</p> <p>Outcome: Unanimously agreed.</p>	Clerk
2022/05/20	<p>To review and agree parish council action plan for 2022-23</p> <p>Current action plan circulated.</p> <p>Discussion: Dates to be amended.</p>	

	<p>Decision: The Clerk will amend the dates in the plan.</p> <p>Proposed: DR Seconded: NB</p> <p>Outcome: Unanimously agreed.</p>	Clerk
2022/05/21	To review the parish council's internal control procedures for 2022-23 financial year	
	<p>Internal audit procedures were circulated.</p> <p>Discussion: Electronic payments to be added with two cheque signatories. Current bank mandate update is in hand. The Clerk will check if staff are entitled to workplace pensions. It was noted that whilst there are no outstanding loans at present, a loan may be required in the future to fund the purchase of new cemetery land.</p> <p>Proposer: AB Secunder: PT</p> <p>Outcome: Unanimously agreed.</p>	Clerk
2022/05/22	To consider allotment issues identified by the Clerk	
	<p>Plot 22a discussed. Rent has been paid but the allotment not been attended to despite several letters. The Clerk will talk to the tenant about the way forward.</p> <p>Allotment markers via the prison require a supply of re-claimed timber. Item to be discussed at a future meeting.</p> <p>The Clerk enquired what allotment matters have to be brought to the council. It was confirmed that any financially related matters, major issues, final warnings and notice to quit items to be brought to the attention of the council. General administration can be dealt direct by the Clerk.</p> <p>The Clerk will write to the land owner on Hariff Lane to request the weeds around the footings are strimmed on a regular basis or weed killer carefully applied.</p> <p>Plot 45 is permitted to erect a greenhouse/shed if within the sizes permitted.</p> <p>The clerk has emailed several allotment holders this week to remind them of allotment rules and will follow up on the complaints received.</p> <p>Proposer: DR Secunder: MC</p> <p>Outcome: Unanimously agreed.</p>	Clerk
2022/05/23	To approve clerks finance training with ERNLLCA at £30	
	<p>The Clerk requested permission to attend a finance related training course on 14th June.</p> <p>Decision: Approval granted.</p> <p>Proposer: AB Secunder: DR</p> <p>Outcome: Unanimously agreed.</p>	Clerk

2022/05/24	To agree payments in accordance with the budget for May 2022.				
		Type	Description	Amount	VAT
<u>Payments to be approved for May</u>					
Expenditure					
Ref	Type	Payment	Amount	VAT	
014/22-23	BP	Jaden press - newsletters	80.00		
015/22-23	BP	Hull Party Tentz	450.00		
016/22-23	BP	B'wick Village Hall - hire	5.00		
017/22-23	BP	Gardeners expenses	120.00		
018/22-23	BP	Grasslands 2 x Apr visits	192.00	32.00	
019/22-23	SO	A James VH Clerk Salary			
020/22-23	SO	K Dawson BPC Clerk Salary			
021/22-23	SO	W Beadle Gardeners salary			
		3 x part time staff salaries	1117.75		
022/22-23	SO	HMRC	115.84		
023/22-23	chg	Bank Charges - Apr	10.00		
024/22-23	SO	Glasik Kershaw - payroll	44.40	7.40	
025/22-23	bp	Ardent Fireworks	330.00		
026/22-23	cc	credit card	20.00		
027/22-23	DD	Business stream - Allot' water	10.00		
028/22-23	BP	Jubilee expenses	894.78	132.38	
			<u>3389.73</u>		
Income					
16.5.22		BMM QPJF	500.00		
3.5.22		BMM Half 22-23 precept	13750.00		
4.5.22		Allotment rents	447.00		
6.5.22		Allotment rents	142.00		
6.5.22		Headstones Dyson / Preston	140.00		
16.5.22		Allotment rents	57.00		
12.5.22		Allotment rents	53.00		
13.5.22		Allotment deposit Gladwin	50.00		
13.5.22		Allotment rent Gladwin	13.00		
18.5.22		Wayleave Agreements	1.86		
			<u>15153.86</u>		
Proposer: DR					
Seconder: NB					
Outcome: Unanimously agreed.					
2022/05/25	To approve statement of accounts for year ending 31 st March 2022				

BURSTWICK PARISH COUNCIL
Receipts and Payments Account
for the year ended 31st March 2022

2020/2021	Receipts	2021/2022
£		£
23,900.00	Precept	23,500.00
123.95	Windfarm Grant	5,500.00
661.00	Bank Interest	1.28
1,916.00	Allotment Rents	742.00
26.86	Cemetery	-4,013.36
<u>1,848.77</u>	Rights of Way	26.86
	Other Income	58.72
	Vat recovered in year	<u>880.65</u>
28,071.58	Total Income	34,724.87
	Payments	
	Loan Interest	-
	Loan Capital Repaid	-
4,525.77	Running Costs:-	
12,617.67	General Administration	5,626.04
501.40	Wages & salaries	12,307.15
450.41	Allotments	1,109.48
130.00	Cemetery	534.69
1,360.57	Grants Section 137	817.63
88.77	Village Maintenance	1,129.49
1,373.64	Play Area	3,723.80
<u>880.65</u>	Street Lighting	1,338.49
	Vat on Inputs	<u>1,872.56</u>
21,928.88	Total Expenditure	29,459.33
6,142.70	Net Receipt / Payments	6,265.54
	RECEIPTS & PAYMENTS SUMMARY	
21693.73	BALANCE brought fwd as at 31st April	27,836.43
<u>6,142.70</u>	Net Surplus for the year above:	<u>6,265.54</u>
27,836.43	Fund balance carried forward at 31st March	34,101.97
	These cumulative funds are represented by:	
16,767.33	National Savings Account	16,769.01
9,521.13	Deposit Account	11,922.72
1,547.97	Current Account	4,890.24
<u>-</u>	Uncleared receipt	970.00
27,836.43		34,101.97

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

Approved by Council 30/6/2022


Chairman


Responsible Financial Officer

Date 30-6-22

Date 30-6-22

2022/05/26

Items for the next month's agenda

Re-location of post office bin and post box, donation to STEM, Review of Freedom of Information.

Meeting closed at: 9.01pm. End