

**BURSTWICK PARISH COUNCIL**

**MINUTES OF THE MEETING HELD IN THE VILLAGE HALL ON TUESDAY 28<sup>TH</sup> FEBRUARY 2023**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr S. Gould SG  
 Cllr P. Paragreen PP  
 Cllr. P Tong PT

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

	<b>Discussion and agreement</b>	<b>Action</b>
<b>2023/02/01</b>	<b>To note apologies for absence</b>	
	Cllr NF Cllr MC Cllr DR	KD
<b>2023/02/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	Cllr. A Brown – Allotments and cemetery Cllr. S Gould – Play area and cemetery Cllr. D James - Cemetery Cllr. P. Paragreen - Allotments Cllr. P. Tong - Allotments	
<b>2023/02/03</b>	<b>Members of the public are invited to address the council</b>	
	None present.	
<b>2023/02/04</b>	<b>To confirm the minutes of the meeting held on 31<sup>st</sup> January 2023</b>	
	Minutes circulated: 21.2.23  Proposed: SG Seconded: PT Outcome: Agreed and signed.	KD
<b>2023/02/05</b>	<b>To receive the clerks report, Chairman’s report and councillors updates</b>	
	<u>Clerks report on actions taken, issues and updates:</u>  The application for the King’s Coronation Fund has been submitted. Outcome awaited.  Automatic enrolment with the Pensions Regulator has been completed and acknowledged. This will be reviewed again in three years.  In consultation with the Chairman, the amended emergency plan will be brought to the new council in May for approval.  The payment of £30 for the gas cannisters is awaited.	KD
	Remittance advice from ERYC Withernwick Windfarm small grants fund for the defibrillator accessories has been received. The clerk will order the items as soon as	KD

	<p>the payment has cleared at the bank and complete the end of project report paperwork.</p> <p>Councillors were made of aware of telecom companies erecting telegraph poles in the region for broadband and fibre purposes do not require planning permission. The operator should be contacted direct if there are any complaints.</p> <p>The flood warden team have reported a potential blockage concern in Burstwick Drain to the Environment Agency.</p> <p><u>Chairman’s report / update</u> The CCTV grant has been awarded for the Village Hall. A revised quote is awaited for a more superior I.P. system. The proposed unit may be installed at another location within the hall due to limited electrical points.</p> <p>All are welcome to attend the next quiz night on 25<sup>th</sup> March at 7pm.</p> <p><u>Vice Chair’s report / update</u> The ERYC salt bin outside the school remains in disrepair despite being reported several times.</p> <p>The Burstwick W.I. is 100 on 29th November this year. They will celebrate and want to use the flower bed opposite the Hare and Hounds in 2024. The gardener may wish to plant this year to represent the King’s Coronation.</p> <p><u>Councillors’ updates:</u> No other reports.</p>	
<b>2023/02/06</b>	<b>To note correspondence received and circulated</b>	
	<p>2.2.23 Humberside Police – Newsletter 7.2.23 Resident – Email re: Whistling noise 9.2.23 ERYC - Street Trading and Collections License Policy Review/Consultation 9.2.23 ERYC – Dog Warden services 14.2.23 Resident – Email re: dog barking 23.2.23 ERYC – Parish Council Elections, 4<sup>th</sup> May 2023</p> <p>The clerk will circulate election information and nomination papers to councillors and display the necessary notices etc when required. The clerk has very little involvement in the election process and is advised not to assist with the completion or delivery of candidates nomination forms.</p>	KD
<b>2023/02/07</b>	<b>To consider planning applications received and note planning decisions</b>	
	<p>Application 22/04059/PLF for the construction of new vehicular access following removal of a section hawthorn boundary hedge at Old Hall Farm, Hedon Road, Burstwick</p> <p>Discussion: A previous application in 2018 refused the removal of a similar hedge, albeit in a different location. The access was discussed and considered worthy for visibility purposes.</p> <p>Decision: No objections.</p> <p>Proposer: SG Seconder: PP</p> <p>Outcome: Agreed.</p>	KD

<b>2023/02/08</b>	<b>To discuss road safety in the village and receive any updates on action taken</b>	
	<p>Discussion: Community Speed Watch will commence as soon as we have lighter nights. Cllr DJ will liaise further with the team regarding members availability and dates and times.</p> <p>Outcome: Noted.</p>	DJ
<b>2023/02/09</b>	<b>To consider ERYC Community Governance Review</b>	
	<p>Discussion: Review circulated 26.1.23 and discussed.</p> <p>Decision: Councillors are happy with things as they are. The clerk will respond.</p> <p>Outcome: Noted.</p>	KD
<b>2023/02/10</b>	<b>To consider quote from Grasslands for extra mowing</b>	
	<p>Discussion: The entrance to the play area isn't as well kept as it could be. Grasslands have offered to add both sides of the entrance to our existing grass cutting schedule for an additional £20 per cut.</p> <p>Decision: No objects. Inclusion would be beneficial to the area.</p> <p>Proposer: PT Secunder: PP</p> <p>Outcome: Agreed.</p>	KD
<b>2023/02/11</b>	<b>To agree purchase of Christmas tree bulbs and covers</b>	
	<p>Decision: Item deferred.</p>	KD
<b>2023/02/12</b>	<b>To approve recommended amendments to Standing Orders</b>	
	<p>Discussion: A summary of changes to the model standing orders has been received from ERNLLCA regarding Standing Order 18. Financial Controls and Procurement. All councillors were copied into the full summary of deletions and replacement wording which was also read out by Cllr DJ.</p> <p>Decision: It was agreed that the clerk makes the necessary amendments.</p> <p>Proposed: AB Secunder: PP</p> <p>Outcome: Agreed.</p>	KD
<b>2023/02/13</b>	<b>To agree cemetery fees for 2023–24 subject to cemetery committee approval</b>	
	<p>Discussion: Fees of neighbouring / other cemeteries were circulated and discussed with the clerks recommendation of fees for the next financial year. Cllr AB sought information from the new crematorium at Lelley. Consideration of an ashes commemoration sculpture will be given more thought in the future.</p> <p>Decision: All fees as recommended were agreed.</p> <p>Proposed: SG Secunder: AB</p> <p>Outcome: Agreed.</p>	KD

2023/02/14	<b>To review complaints policy / procedure</b>																																																																																																																																																																	
	<p>Discussion: Policy circulated.</p> <p>Decision: Only dates, a review date, minute number and the clerks details require updating.</p> <p>Proposer: PP  Seconder: PT</p> <p>Outcome: Agreed.</p>					KD																																																																																																																																																												
2023/02/15	<b>To approve payment schedule for February 2023</b>																																																																																																																																																																	
	<p>Payment schedule for: <span style="float: right;">Feb-23</span></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ref:</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">EXPENDITURE</th> <th style="text-align: right;">Charge</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>047/22-23</td> <td>Chg</td> <td>Bank Charges</td> <td style="text-align: right;">15.50</td> <td></td> <td style="text-align: right;">15.50</td> </tr> <tr> <td>048/22-23</td> <td>Bp</td> <td>V Hall Hire</td> <td style="text-align: right;">5.00</td> <td></td> <td style="text-align: right;">5.00</td> </tr> <tr> <td>049/22-23</td> <td>so</td> <td>Glasik Kershaw - Payroll</td> <td style="text-align: right;">40.00</td> <td style="text-align: right;">8.00</td> <td style="text-align: right;">48.00</td> </tr> <tr> <td>050/22-23</td> <td>bp</td> <td>HMRC month 11</td> <td style="text-align: right;">153.48</td> <td></td> <td style="text-align: right;">153.48</td> </tr> <tr> <td>051/22-23</td> <td>so</td> <td>K Dawson BPC Clerk Salary</td> <td></td> <td></td> <td></td> </tr> <tr> <td>052/22-23</td> <td>so</td> <td>A James VH Clerk Salary</td> <td></td> <td></td> <td></td> </tr> <tr> <td>053/22-23</td> <td>so</td> <td>W Beadle salary</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>3 x part time staff salaries</td> <td style="text-align: right;">1,253.32</td> <td></td> <td style="text-align: right;">1,253.32</td> </tr> <tr> <td>054/22-23</td> <td>bp</td> <td>Gardeners expenses</td> <td style="text-align: right;">24.07</td> <td style="text-align: right;">4.81</td> <td style="text-align: right;">28.88</td> </tr> <tr> <td>055/22/23</td> <td>bp</td> <td>Extropak-skip-allotments</td> <td style="text-align: right;">197.50</td> <td style="text-align: right;">39.50</td> <td style="text-align: right;">237.00</td> </tr> <tr> <td>056/22-23</td> <td>bp</td> <td>LEXIS Nexis CAB book</td> <td style="text-align: right;">131.99</td> <td></td> <td style="text-align: right;">131.99</td> </tr> <tr> <td>131/22-23</td> <td>bp</td> <td>HMRC - Dec</td> <td style="text-align: right;">158.08</td> <td></td> <td style="text-align: right;">158.08</td> </tr> <tr> <td>057/22-23</td> <td>cc</td> <td>Brunel engraving - Allots</td> <td style="text-align: right;">88.03</td> <td style="text-align: right;">17.61</td> <td style="text-align: right;">105.64</td> </tr> <tr> <td>058/22-23</td> <td>dd</td> <td>Business stream - allot water</td> <td style="text-align: right;">248.92</td> <td></td> <td style="text-align: right;">248.92</td> </tr> <tr> <td>059/22-23</td> <td>cc</td> <td>Microsoft subs</td> <td style="text-align: right;">79.99</td> <td></td> <td style="text-align: right;">79.99</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"><u>2,395.88</u></td> <td style="text-align: right;">69.92</td> <td style="text-align: right;"><u>2,465.80</u></td> </tr> <tr> <td></td> <td></td> <td><b>INCOME</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Millard ROW</td> <td style="text-align: right;">25.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Headstone - Newby</td> <td style="text-align: right;">30.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Burial - Medforth</td> <td style="text-align: right;">170.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Headstone - Blanchard</td> <td style="text-align: right;">30.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Allot Deposit 9a - Jarema</td> <td style="text-align: right;">50.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Ashes - Newby</td> <td style="text-align: right;">110.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Cartridge refund</td> <td style="text-align: right;">107.26</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"><u>522.26</u></td> <td></td> <td></td> </tr> </tbody> </table> <p>Discussion: The clerk missed the payment in Dec to HMRC (reached spend limit so was splitting payments up over the month and completely missed this one). Now paid and up to date.</p> <p>Allotment water is higher than expected. A query has been raised with Business Stream, but it appears the gardener has changed two defective taps that just keep running and another was reported today so this is the likely reason. Stop tap turned off again until new taps are put on.</p>					Ref:	Type	EXPENDITURE	Charge	VAT	Total	047/22-23	Chg	Bank Charges	15.50		15.50	048/22-23	Bp	V Hall Hire	5.00		5.00	049/22-23	so	Glasik Kershaw - Payroll	40.00	8.00	48.00	050/22-23	bp	HMRC month 11	153.48		153.48	051/22-23	so	K Dawson BPC Clerk Salary				052/22-23	so	A James VH Clerk Salary				053/22-23	so	W Beadle salary						3 x part time staff salaries	1,253.32		1,253.32	054/22-23	bp	Gardeners expenses	24.07	4.81	28.88	055/22/23	bp	Extropak-skip-allotments	197.50	39.50	237.00	056/22-23	bp	LEXIS Nexis CAB book	131.99		131.99	131/22-23	bp	HMRC - Dec	158.08		158.08	057/22-23	cc	Brunel engraving - Allots	88.03	17.61	105.64	058/22-23	dd	Business stream - allot water	248.92		248.92	059/22-23	cc	Microsoft subs	79.99		79.99				<u>2,395.88</u>	69.92	<u>2,465.80</u>			<b>INCOME</b>						Millard ROW	25.00					Headstone - Newby	30.00					Burial - Medforth	170.00					Headstone - Blanchard	30.00					Allot Deposit 9a - Jarema	50.00					Ashes - Newby	110.00					Cartridge refund	107.26						<u>522.26</u>			KD
Ref:	Type	EXPENDITURE	Charge	VAT	Total																																																																																																																																																													
047/22-23	Chg	Bank Charges	15.50		15.50																																																																																																																																																													
048/22-23	Bp	V Hall Hire	5.00		5.00																																																																																																																																																													
049/22-23	so	Glasik Kershaw - Payroll	40.00	8.00	48.00																																																																																																																																																													
050/22-23	bp	HMRC month 11	153.48		153.48																																																																																																																																																													
051/22-23	so	K Dawson BPC Clerk Salary																																																																																																																																																																
052/22-23	so	A James VH Clerk Salary																																																																																																																																																																
053/22-23	so	W Beadle salary																																																																																																																																																																
		3 x part time staff salaries	1,253.32		1,253.32																																																																																																																																																													
054/22-23	bp	Gardeners expenses	24.07	4.81	28.88																																																																																																																																																													
055/22/23	bp	Extropak-skip-allotments	197.50	39.50	237.00																																																																																																																																																													
056/22-23	bp	LEXIS Nexis CAB book	131.99		131.99																																																																																																																																																													
131/22-23	bp	HMRC - Dec	158.08		158.08																																																																																																																																																													
057/22-23	cc	Brunel engraving - Allots	88.03	17.61	105.64																																																																																																																																																													
058/22-23	dd	Business stream - allot water	248.92		248.92																																																																																																																																																													
059/22-23	cc	Microsoft subs	79.99		79.99																																																																																																																																																													
			<u>2,395.88</u>	69.92	<u>2,465.80</u>																																																																																																																																																													
		<b>INCOME</b>																																																																																																																																																																
		Millard ROW	25.00																																																																																																																																																															
		Headstone - Newby	30.00																																																																																																																																																															
		Burial - Medforth	170.00																																																																																																																																																															
		Headstone - Blanchard	30.00																																																																																																																																																															
		Allot Deposit 9a - Jarema	50.00																																																																																																																																																															
		Ashes - Newby	110.00																																																																																																																																																															
		Cartridge refund	107.26																																																																																																																																																															
			<u>522.26</u>																																																																																																																																																															

	<p>Decision: Payments approved for payment.</p> <p>Proposer: PT Secunder: PP</p> <p>Outcome: Agreed.</p>	
<b>2023/02/16</b>	<b>Allotment inspection date and allotment update – brief update by the Clerk</b>	
	<p>Committee members will arrange to meet with Walt for both an inspection and the installation of markers.</p> <p>The clerks advised all allotments are tenanted with a starter plot coming available in April. Rent letters are due to all allotment holders which will include reminders about bonfires, taps, allotment rules, the installation of markers and future inspections.</p>	<p>PT PP NF WB</p> <p>KD</p>
<b>2023/02/17</b>	<b>Items for next months agenda.</b>	
	The Clerk will feed in existing policies for reviewing/updating meeting by meeting.	KD
	Meeting closed at: 8.20pm. Ens.	

The next meeting will be held on Tuesday 28<sup>th</sup> March 2023 at 7.30pm in the Village Hall.