

BURSTWICK PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE VILLAGE HALL ON TUESDAY 28th March 2023

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

Public: 2 Press: 0 Police: 0 Ward Cllrs: 0 Clerk: KD

	Discussion and agreement	Action
2023/03/01	To note apologies for absence	
	Cllr NF	
2023/03/02	Councillors to disclose their interests in matters to be discussed	
	Cllr. A Brown – allotments, village hall and cemetery Cllr. M Cripsey – Christmas lights Cllr. S Gould - cemetery Cllr. D James – pecuniary interest in item 12 Cllr. P. Paragreen - allotments Cllr. D Rainforth – cemetery and Christmas lights Cllr. P. Tong - allotments	
2023/03/03	Members of the public are invited to address the council	
	It was agreed that the members present would be invited to speak at item 7b of the agenda.	
2023/03/04	To confirm the minutes of the meeting held on 28th February 2023	
	Minutes circulated: 8/3/23. Proposed: AB Seconded: PT Outcome: Minutes were signed as a correct record by the chairman.	
2023/03/05	To receive the clerks report, Chairman’s report and councillors updates	
	<u>Clerks report on actions taken, issues and updates:</u>	
a.	Mature cherry trees have been cut down at MMB & Services with a 6ft high security fence installed. A resident is liaising with ERYC Planning direct regarding land ownership and planning. The Clerk advised that trees are not protected and on land owned by MMB & Services.	
b.	Payment for the calor gas bottles has been received.	
c.	Ward Councillors Birch and Skow are not standing for election. J. Holtby will stand with a new candidate Samantha Whyte. Elections notices are out so we are in the pre-election period. Notices will be updated as the election process progresses.	

Councillors are reminded that the deadline for submitting their election nomination papers is 4pm on 4th April 2023. A pre-check of nomination papers is advised prior to submission and an appointment is needed for handing in your forms at Beverley. Tel: 01482 393300.

- d. Burton Pidsea and Tedder Hill Wind Farm Community Fund applications are open until 24th April. End of project report forms are awaited for the CCTV and Defibrillator funds recently received. Defib accessories have been purchased from an alternative provider due to £68.00 price increase. The clerk sought the best price possible for the products required at £151.20 (£37 over original quote).
- e. The Commercial Waste Agreement with ERYC has been signed and returned to meet the ERYC deadline. Cemetery bin collections are four weekly at £5.69 per visit for the forthcoming year (previously £5.31).
- f. The ERNLLCA conference/AGM will be held in the Village Hotel, Hull, 15th September at £75pp.
- g. Section 137 for 2023-24 is £9.94.
- h. A cemetery inspection and review of regulations will be arranged after the Elections.
- i. Applications are now open for community payback teams in the village.
- j. The flood pumps dry test has been completed with all levels checked. Both pumps ran and started first time, all radios and lights were checked and tested all good.
- k. The damaged grit bin has been replaced.
- l. The clerk has emailed, called and submitted a website enquiry to ERYC regarding the purchase of cemetery land. Since early March there has not been a response.
- m. The Clerk has chased ERYC regarding the cutting back of trees from the churchyard. Again, no response.
- n. **Chairman's report / update**
The recent charity quiz night was a success and well attend. The chair thanked those who attended and those who donated prizes.
- o. A request has been sent to Santander in an attempt to recover funds from the dormant neighbourhood watch account.
- p. Former Councillor M. Armstrong has confirmed the remnants of the Millennium fund opened in 1999 became unrecoverable and has been donated to good causes by the bank. This was a small amount of less than £200 which after 20+ years became part of the Lloyd's Reclaimed Fund.
- q. A quotation has been requested from Playdale to supply and replace goal netting and basketball hoops in the multi-use games area.
- r. **Vice Chair's report / update**
A faulty tap at allotment 5 was reported. This was repaired today.
- s. The W.I. have plans for the Coronation and asked if the flag pole would be erected by then. The Clerk was asked to proceed with the order.

t.	The cemetery garden has been part planted up. Further planting will be carried out when the weather improves.	
u.	<u>Councillors' updates:</u> Cllr SG commented on how nice it was to see the village pub doing so well again. The number of A- boards outside are however excessive and cause an obstruction to mobility scooters. Noted.	
v.	Cllr PT advised the roadside of Burstwick drain was getting churned up. Photos were requested to support the clerk reporting the matter to ERYC.	
w.	Cllr PP has spoken with a church caretaker and confirmed all contents remain in the church and are safe with no plans to sell them off.	
x.	Cllr MC queried the Festive Field drain clearance. The Clerk advised the contractor is waiting for the land to dry out before commencing the works to avoid messing the field up.	
y.	Cllr DR confirmed repairs have been completed to the road on Pinfold Lane.	
2023/03/06	To note correspondence received and circulated	
	ERYC - Surface dressing of roads programme 2023 ERYC – Various Road closures / diversions ERNLLCA - Newsletter, Civility & respect newsletter ERVAS – Update / newsletter Humberside Police – Newsletter and PCC Community Safety Fund	
2023/03/07	To consider planning applications received and note planning decisions	
a.	Application 22/03201/PLF for the 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 with shelter at Land North East of New Bridge, Newbridge Road, Burstwick. APPROVED. Noted.	
b.	Application 23/00354/PLF for the change of use of the site and buildings to a school (Use Class F1(a)) including extension and alteration to existing buildings, erection of a canopy structure, erection of a changing pod, construction of AstroTurf pitch, erection of perimeter fencing and other associated works at Lincs Aquatics Ltd, Hedon Road, Burstwick. Discussion: Two residents were present to raise their concerns regarding the property having an agricultural tie on it, the close proximity to their boundary, access in and out being direct onto a busy main road with fast moving traffic where there has been one than one collision in the past. Councillors were in favour of the actual school, but some raised similar concerns to the points raised by the residents for the change of use and location for a school. Outcome: Application approved with 4 in favour and 3 against.	
c.	Application 22/03938/PLF for the erection of a two storey extension to side and construction of extension to rear dormer to create additional living accommodation at first floor at 4 Sharp Avenue, Burstwick. Decision: No Objections Proposer: AB	

	<p>Seconder: SG</p> <p>Outcome: Application approved.</p>	
2023/03/08	To discuss road safety in the village and receive any updates on action taken	
a.	Discussion: The last survey was conducted on Friday 24 th March between 5-6pm, outside the former Hedon Salads, Main Street, Burstwick. Of 185 vehicles that passed, 23 vehicles (12.4%) were recorded as travelling equal to or greater than 36%. The highest speed recorded 49mph in a 30 mph zone and included a HGV at 38mph.	
b.	A pot hole on Churchill Avenue has been filled following a vehicle tyre blow-out. Noted.	
c.	Rumble strips are in place at the bend near to Tony Cookes. Noted.	
d.	Speeding and overtaking between Bridge bungalows and Ryehill will be reported by Cllr PP.	
2023/03/09	To approve purchase of a new Exclusive Rights of Burial Book £110.00 + VAT	
	<p>Discussion: There are only twenty-five certificates remaining (1/4) in the book. The Clerk will amend some wording when ordering the new book in the new financial year. The book is an essential for burial purposes.</p> <p>Proposer: SG Seconder: PP</p> <p>Outcome. Wording will be amended and a new book purchased.</p>	
2023/03/10	To consider re-subscription fees to ERNLLCA at £729.26	
	<p>Discussion: Subscription is of great value when we need ERNLLCA for advice, support and training.</p> <p>Proposer: AB Seconder: DR</p> <p>Outcome: It was agreed to subscribe to ERNLLCA for 2023 -24.</p>	
2023/03/11	To discuss and approve Christmas tree bulbs and covers	
	<p>Samples or a photo are to be given to the clerk to assist in purchasing the correct items. The quantity required needs confirming and a price sourced for a purchase later in the year.</p>	
2023/03/12	To agree that all Village Hall transactions including Village Hall Clerks salary are entered as S137 transactions in the 2022-23 and future cash books for audit purposes Cllr DJ declared a pecuniary interest in this item.	
	<p>Discussion: The newly appointed internal auditor has highlighted in advance of our year end and annual return, that all Village Hall transactions cannot go through the Parish Council accounts. This has been verified by the clerk when reading the JPAG and AGAR papers. All transactions for this and future years will be via S137.</p> <p>Proposed: AB Seconded: MC</p> <p>Outcome: Agreed. The clerk will adjust the cash book for 2022-23 in advance of the year end and audit.</p>	

2023/03/13	To confirm arrangements for the 2023 allotment competition																																																																																																													
	<p>Discussion: Categories, judges and dates were discussed.</p> <p>Decision: The four categories will be: 1, The most attractive plot. 2. The best environmentally friendly practice on plot. 3. The most unusual crop. 4. Diversity of produce. Judging will be late June by residents and prizes discussed at a later date. The Chairman and Clerk will advertise the competition.</p> <p>Allotment inspections will be carried whilst putting in allotment markers.</p> <p>Proposed: DR Seconded: MC Outcome: Agreed.</p>																																																																																																													
2023/03/14	To review Freedom of Information policy																																																																																																													
	<p>Discussion: Documents circulated and highlighted to identify possible amendments.</p> <p>Decision: Dates, the clerks details and update regarding Councillors Declaration of Interests being published on the Parish website will be changed. No change to photocopying fees.</p> <p>Proposer: PP Secunder: DR</p> <p>Outcome: Agreed.</p>																																																																																																													
2023/03/15	To approve payment schedule for March and bank reconciliation, February 2023																																																																																																													
a.	<p>Payment schedule for: Mar-23</p> <table border="1" data-bbox="300 1220 1348 2096"> <thead> <tr> <th>Ref:</th> <th>Type</th> <th>EXPENDITURE</th> <th>Charge</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>160/22-23</td> <td>CHG</td> <td>Bank charges Jan-Feb</td> <td>10.00</td> <td></td> <td>10.00</td> </tr> <tr> <td>161/22-23</td> <td>BP</td> <td>Hall Hire</td> <td>5.00</td> <td></td> <td>5.00</td> </tr> <tr> <td>162/22-23</td> <td>DD</td> <td>Credit card £112.37 Postage (146/22-23)</td> <td>112.37</td> <td></td> <td>112.37</td> </tr> <tr> <td>163/22-23</td> <td>BP</td> <td>HMRC month 12</td> <td>183.48</td> <td></td> <td>183.48</td> </tr> <tr> <td>164/22-23</td> <td>So</td> <td>Salary - K Dawson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>165/22-23</td> <td>So</td> <td>Salary - A James</td> <td></td> <td></td> <td></td> </tr> <tr> <td>166/22-23</td> <td>So</td> <td>Salary - W Beadle 3 x part time staff salaries</td> <td>1,376.12</td> <td></td> <td>1,376.12</td> </tr> <tr> <td>167/22-23</td> <td>Bp</td> <td>Grit bin maintenance - ER</td> <td>90.00</td> <td>18.00</td> <td>108.00</td> </tr> <tr> <td>168/22-23</td> <td>so</td> <td>Glasik Kershaw - Payroll</td> <td>40.00</td> <td>8.00</td> <td>48.00</td> </tr> <tr> <td>169/22-23</td> <td>Cc</td> <td>Defib Accessories</td> <td>126.00</td> <td>25.20</td> <td>151.20</td> </tr> <tr> <td>170/22-23</td> <td>Cc</td> <td>Cartridge people - toner</td> <td>70.83</td> <td>14.17</td> <td>85.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2,013.80</td> <td>65.37</td> <td><u>2,079.17</u></td> </tr> <tr> <td></td> <td></td> <td>INCOME</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Calour Gas</td> <td>30.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>pre-purchase - Carrick</td> <td>230.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Windfarm fund defib</td> <td>95.20</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Wind farm fund cctv</td> <td>2,939.90</td> <td></td> <td></td> </tr> </tbody> </table>	Ref:	Type	EXPENDITURE	Charge	VAT	Total	160/22-23	CHG	Bank charges Jan-Feb	10.00		10.00	161/22-23	BP	Hall Hire	5.00		5.00	162/22-23	DD	Credit card £112.37 Postage (146/22-23)	112.37		112.37	163/22-23	BP	HMRC month 12	183.48		183.48	164/22-23	So	Salary - K Dawson				165/22-23	So	Salary - A James				166/22-23	So	Salary - W Beadle 3 x part time staff salaries	1,376.12		1,376.12	167/22-23	Bp	Grit bin maintenance - ER	90.00	18.00	108.00	168/22-23	so	Glasik Kershaw - Payroll	40.00	8.00	48.00	169/22-23	Cc	Defib Accessories	126.00	25.20	151.20	170/22-23	Cc	Cartridge people - toner	70.83	14.17	85.00				2,013.80	65.37	<u>2,079.17</u>			INCOME						Calour Gas	30.00					pre-purchase - Carrick	230.00					Windfarm fund defib	95.20					Wind farm fund cctv	2,939.90			
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	BMM account interest	27.84	
	N.S. & I Interest	15.61	
		<u>3,338.55</u>	
	Proposer: PT Seconder: DR		
	Outcome: Agreed.		
b.	Bank reconciliation for February 2023		
	Balance as per bank statement.		
	28th February 2023		
	NS&I Investment Account	16,784.62	
	HSBC Business Money Manager Account	10,053.97	
	HSBC Community Account (CA)	2,587.07	
	Credit Card		
	Total	29,425.66	
	Plus unaccounted payments deposited cheques		
	Less any unpresented cheques		
		0.00	0.00
	Net balance	<u>29,425.66</u>	
	Cash Book		
	Opening balance 01/04/2022	34,101.97	
	Receipts to date	32,968.51	
	Less payments to date	-37,644.82	
	Closing balance per cash book	<u>29,425.66</u>	
	Proposer: PP Seconder: AB		
	Outcome: Agreed.		
	Budget monitoring report and reserves report to date		
	Budget monitoring and reserves papers were circulated to all councillors for the financial quarters 1,2 and 3. Quarter 4 will be completed at the end of the month. Once audited the finance committee will meet and bring recommendations back to the council with confirmation of balances carried forward. Next year's year end documents will be produced off the Scribe system.		

	<p>The condition of Church Lane and the Cemetery path was discussed and will be brought back to the next meeting for further discussion.</p> <p>Proposer: AB Secunder: PT</p> <p>Outcome: Agreed</p>	
2023/03/17	To approve the asset register	
	<p>Discussion: Asset register circulated prior to the meeting and approved.</p> <p>Proposer: PP Secunder: AB</p> <p>Outcome: Approved.</p>	
2023/03/18	<p>Items for next month's parish council agenda and the Annual Parish Meeting agenda which will be held on Tuesday 25th April 2023 at 7.30pm in the Village Hall</p> <p>Year End accounts Church Lane and Cemetery path CCTV Flagpole</p> <p>PLEASE NOTE THE ANNUAL MEETING IN MAY HAS BEEN MOVED FORWARD ONE WEEK TO TUESDAY 23RD MAY DUE TO THE REQUIREMENT TO HOLD THE MEETING WITHIN 14 DAYS OF AN ELECTION.</p> <p>Meeting closed at 8.39pm. End.</p>	