

## BURSTWICK PARISH COUNCIL

**Draft minutes (until signed) of the meeting held in the Village Hall on Tuesday 29<sup>th</sup> August 2023.**

Present: Cllr. D James – Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. S Gould SG  
 Cllr Z. Hovorka ZH  
 Cllr. D Rainforth DR  
 Cllr. P Tong PT

Public: 1 Press: 0 Police: 0 Ward Cllrs: 0 Clerk: KD

	<b>Discussion and agreement</b>	<b>Action</b>
<b>2023/08/01</b>	<b>To note apologies for absence</b>	
	Apologies received and accepted for Cllr M. Cripsey and Cllr D. Gelder.	
<b>2023/08/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	Cllr. A Brown - Cemetery Cllr. S Gould - None Cllr. Z. Hovorka - None Cllr. D James – Play Area, Finance and Personnel Cllr. D Rainforth – Cemetery, Finance and Personnel Cllr. P. Tong – None	
<b>2023/08/03</b>	<b>Members of the public are invited to address the council</b>	
	A member of the public addressed land owned by Sangwin which was once acquired for holiday lodges. It was noted rubbish had been left behind and suggested there are restrictions on disturbing the land as it is over a former tip.  Photographs of the locked gate restricting access to the path /bridal path as discussed last month will be sent into ERYC with an enquiry raised to rights of access.	<b>ZH</b>
<b>2023/08/04</b>	<b>To consider applications for co-option and agree if to co-opt one candidate</b>	
	ERYC electoral services were advised of the resignation of Cllr Paragreen and a vacancy was declared and advertised accordingly. Electoral Services confirmed on 17 <sup>th</sup> August that an election had not been called and that the position may be filled by co-option. There have not been any applications to date so the vacancy will remain advertised on social media, the notice boards and the parish council website and it will be on the agenda until a suitable candidate is co-opted. All interested parties should obtain an application form from the clerk and return it with a letter of application.	<b>Clerk</b>
<b>2023/08/05</b>	<b>To confirm the minutes of the meeting held on 25<sup>th</sup> July 2023</b>	
	Draft minutes were circulated on 8 <sup>th</sup> August 2023 and confirmed as a true record.  Proposed: AB Seconded: SG Outcome: Minutes duly signed by the Chairman.	<b>Clerk</b>

2023/08/06	To receive the clerks report, Chairman's report and councillors' updates	
a.	<p><u>Clerks report on actions taken, issues and updates:</u></p> <p>ERYC Highways advised a path on Appleby Lane is going to be too expensive. However, a one-way option was mentioned from a historic enquiry. It was suggested a letter drop to residents/ businesses on Appleby Lane addressing the safety aspect of people getting to the petrol station / village shop safely, and to obtain their feedback on ideas that could work, such as:</p> <p>A path - if there is enough room for one and funding available.</p> <p>A pedestrian crossing off Appleby Lane to the shop area.</p> <p>A one-way system down Appleby Lane to reduce the amount of traffic.</p> <p>It may be useful to ask all residents if they were walking to the shop, which route they would take and how many times in a week they frequented the shop, to help build up a picture of pedestrian footfall.</p> <p>Other options / suggestions are welcome. Item to be placed in the newsletter.</p>	DJ
b.	<p>The Clerk and Chair met ERYC Cemeteries in the churchyard/cemetery on 25<sup>th</sup> August regarding overhanging and over grown trees in the churchyard. A full written report is expected from ERYC though ERYC are reluctant to cut healthy trees back for cosmetic reasons.</p>	Clerk
c.	<p>The tractor insurance has been paid at a reduced premium of £137.00 under the continued cover of Equity Red Star. (Previously quoted £238.92).</p>	
d.	<p>An interview for the post of gardener/handyperson took place on 2.8.23 with the post being offered and accepted on 7<sup>th</sup> August 2023 by Mr. G. Scarlett, who will continue to work for Hedon Town Council two days a week in a similar role and complete his hours for Burstwick on days to suit. Working hours and terms are the same as the former employee. PPE and payroll arrangements are in hand.</p>	
e.	<p>ERYC will be holding further Town and Parish Council Events / Walk-Ins in Haltemprice, Bridlington and Pocklington so as to rotate the accessibility to these events. There is a virtual one on 22<sup>nd</sup> Feb 2024. Councillor's are encouraged to raise any issues.</p>	
f.	<p>ERYC Winter Services have made a maintenance visit to grit bin 11190 located on Beech Close.</p>	
g.	<p>ERYC have held an audit of Identity Badges allocated to Burstwick. All former staff and councillor's should have returned or destroyed their ID badges. The clerk has deleted 11 names and updated the list with the names of current councillor's and clerks. New badges are required for ZH and DG and the gardener perhaps.</p>	DJ
h.	<p>Apologies from the clerk who did not submit the motion for change to ERNLLCA within the time frame allowed.</p>	
i.	<p>Planning applications for 4 Sharp Avenue and Change of Use / Conversion of the village shop have both been referred to the ERYC Eastern Area Sub Planning Committee on 4<sup>th</sup> September.</p>	
j.	<p>Carriageway patching works is due to commence shortly which includes Burstwick Road and Hedon Road, B1362. Residents should be letter dropped and advance warning signs provided two weeks in advance of the works commencing.</p>	
k.	<p>There is a free drop-in event for local community groups and charities at Sproatley Memorial Hall on Thursday 21<sup>st</sup> September 11am – 2pm offering advice on funding, governance etc.</p>	

<p>l.</p> <p>m.</p> <p>n.</p> <p>o.</p> <p>p.</p> <p>q.</p> <p>r.</p> <p>s.</p>	<p><u>Chairman’s report / update</u> The chair thanked Councillors SG and DG for carrying our play area inspections over the summer holidays. An abandoned bicycle found on the play area has been left near the school and mentioned on social media. It will be left there in the short term then arrangements will be made to have it disposed of.</p> <p>A quiz night is being held on 16<sup>th</sup> September in the Village Hall.</p> <p>The Christmas Fair is scheduled to be held on 26<sup>th</sup> November. Further details will be released nearer the time. Festive lighting will need arranging in advance.</p> <p><u>Vice Chair’s report / update</u> Snickets throughout the village are somewhat weedy. The buggy’s used to spray weeds don’t fit down the snickets so it raises the question - are the snickets being missed out when ERYC are on their spraying rounds.</p> <p>Grasslands are attending their final cuts to the cemetery and festive field this week so the newly appointed gardener will take over grass cutting duties from thereon. If grass cuttings are to be put in the one brown bin within the grounds of the village hall, a second bin may be required as the bin is used for weeds.</p> <p><u>Councillors’ updates:</u> Cllr PT – problematic parking on Pinfold Lane was addressed. Residents are advised to report obstructive parking to the police and nuisance parking to ERYC.</p> <p>Cllr PT – has reported graffiti on the brick wall between Skeckling and Beech Close.</p> <p>Cllr DR – the ERYC road sweeper has been in the village today.</p>	<p>Clerk</p>
<p><b>2023/08/07</b></p>	<p><b>To note correspondence received</b></p>	
<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p>	<p>Mr P. Paragreen 25.7.23 Cllr Paragreen’s written resignation dated 25th July was officially received and accepted by the parish council.</p> <p>Proposed: AB Seconded: SG</p> <p>ERNLLCA 25.7.23 Slides from Climate Change and UK Shared Prosperity Fund and Rural England Fund.</p> <p>Holderness Health 30.7.23 Newsletter</p> <p>ERNLLCA 1.8.23 Newsletter and draft Community Governance review.</p> <p>Humberside police 8.8.23 Newsletter</p> <p>ERYC 17.8.23 Town &amp; parish Council events.</p> <p>Holderness Health Liaison Forum</p>	
<p><b>2023/08/08</b></p>	<p><b>To note planning decisions received</b></p>	
	<p>NOD 23/01484/PLF erection of extension to existing boiler house at Hedon Salads, Main St, Burstwick. – Approved. Noted.</p>	
<p><b>2023/08/09</b></p>	<p><b>To discuss road safety in the village and receive any updates on action taken.</b></p>	

	<p>Discussion: A daytime speed watch session was held on 25<sup>th</sup> August. 5 vehicles (2.3%) of the vehicles passing were over the permitted speed limit. Whilst this is an improvement it was noted more vehicles passed during a daytime session. The National Road Safety week takes place 19<sup>th</sup> – 25<sup>th</sup> November. In addition to social media, noticeboards and newsletter promotions, daily speed watches during the period was suggested.</p>	<b>CSW/DJ</b>
<b>2023/08/10</b>	<b>To agree representative to attend ERNLLCA's Conference (£55) followed by the AGM at 4pm 15.9.23</b>	
	<p>Discussion: Due to holidays and work commitments no one is able to represent the council at either of these events.</p>	<b>Clerk</b>
<b>2023/08/11</b>	<b>To discuss adoption options for Church Lane, Burstwick</b>	
	<p>Discussion: Item deferred.</p>	<b>Clerk</b>
<b>2023/08/12</b>	<b>Agree to form a working party for D-Day 80<sup>th</sup> Anniversary 6.6.24</b>	
	<p>Discussion: Cllrs SG, AB, ZH and DJ will form a working party and arrange a meeting date to discuss the event further. Beacons will be lit nationally at 9.15pm. Entertainment and a fish supper were suggested as ideas. The clerk will register Burstwick as taking part.</p>	<b>Cllrs</b>
<b>2023/08/13</b>	<b>To agree to purchase signage for the Festive field, Church Lane and the Play area</b>	
	<p>Discussion: Draft signage visuals and a quotation from SSP Direct for £206.15 + VAT were circulated and discussed.</p> <p>Decision: Subject to a few amendments to the proposed signage and a variation perhaps to the quotation, it was agreed an order will be placed by the clerk.</p> <p>Proposed: ZH Seconded: PT</p>	<b>Clerk</b>
<b>2023/08/14</b>	<b>To review Honorary Freeman / Freewoman policy</b>	
	<p>Discussion: It was suggested then the title be changed to the 'Honorary Freedom of the Parish of Burstwick' policy.</p> <p>Decision: It was agreed to change the name of the policy and the review date.</p> <p>Proposed: DJ Seconded: ZH</p>	<b>Clerk</b>
<b>2023/08/15</b>	<b>To agree meeting dates for the Cemetery committee and Finance Committee</b>	
	<p>Discussion: Cemetery – To review procedures and policies. The Clerk, SG, AB and DR will meet on Thursday 7<sup>th</sup> September at 10am.</p> <p>Discussion: Finance – To review audit report, S.I.D, gym equipment, pre budget, signatories, mandate, bin audit and bin for play area. The Clerk, DJ, AB and DR will meet on Sunday 10<sup>th</sup> September at 11am in the Village Hall. Two meetings may be required to cover all aspects. Cllr ZH is interested in joining the committee.</p>	<b>Cllrs Clerk</b>  <b>Cllrs Clerk</b>
<b>2023/08/16</b>	<b>To agree to the Community Governance Review recommendation 'no change' for Burstwick Parish boundaries, the number of parish Councillors / electoral arrangements</b>	
	<p>Discussion: The review details have been previously circulated, discussed and agreed. Therefore the recommendation of 'no change' for Burstwick is approved.</p> <p>Proposer: DJ Secunder: SG</p>	<b>Clerk</b>

2023/08/17	To approve payment schedule for August 2023																																																																																																																																																											
	<p data-bbox="300 215 459 277"><u>Payment schedule for:</u></p> <p data-bbox="667 215 756 241" style="text-align: center;"><u>Aug-23</u></p> <table border="0" data-bbox="300 322 1299 1402"> <thead> <tr> <th data-bbox="300 322 352 349">Ref:</th> <th data-bbox="443 322 496 385">Meth od</th> <th data-bbox="528 322 676 349">Expenditure</th> <th data-bbox="903 322 959 349">Nett</th> <th data-bbox="1042 322 1098 349">VAT</th> <th data-bbox="1161 322 1217 349">Total</th> </tr> </thead> <tbody> <tr> <td>053/23-24</td> <td>SO</td> <td>Salary - K Dawson</td> <td></td> <td></td> <td></td> </tr> <tr> <td>054/23-24</td> <td>SO</td> <td>Salary - A James</td> <td></td> <td></td> <td></td> </tr> <tr> <td>055/23-24</td> <td>SO</td> <td>Salary - pro rata G. Scarlett</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Total Salaries for 3 part time staff</td> <td></td> <td></td> <td style="text-align: right;">1,287.83</td> </tr> <tr> <td>056/23-24</td> <td>BP</td> <td>HMRC</td> <td></td> <td></td> <td style="text-align: right;">181.93</td> </tr> <tr> <td>057/23-24</td> <td>BP</td> <td>Clerks Expenses - Fuel Can</td> <td></td> <td></td> <td style="text-align: right;">9.50</td> </tr> <tr> <td>058/23-24</td> <td>CC</td> <td>Credit Card charges - annual fee</td> <td></td> <td></td> <td style="text-align: right;">32.00</td> </tr> <tr> <td>059/23-24</td> <td>DD</td> <td>Bank fees</td> <td></td> <td></td> <td style="text-align: right;">14.17</td> </tr> <tr> <td>060/23-24</td> <td>BP</td> <td>Village Hall Hire</td> <td></td> <td></td> <td style="text-align: right;">7.00</td> </tr> <tr> <td>061/23-24</td> <td>BP</td> <td>Grasslands</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">40.00</td> <td style="text-align: right;">240.00</td> </tr> <tr> <td>062/23-24</td> <td>BP</td> <td>Gardeners' expenses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>063/23-24</td> <td>CC</td> <td>Padlock - Festive field</td> <td></td> <td></td> <td style="text-align: right;">23.99</td> </tr> <tr> <td>064/23-24</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>065/23-24</td> <td>BP</td> <td>Vis Sec - CCTV</td> <td style="text-align: right;">3,266.56</td> <td style="text-align: right;">653.31</td> <td style="text-align: right;">3,919.87</td> </tr> <tr> <td>066/23-24</td> <td>BP</td> <td>Rowett Ins - Tractor</td> <td></td> <td></td> <td style="text-align: right;">137.00</td> </tr> <tr> <td>067/23-24</td> <td>CC</td> <td>Unltd Webhosting</td> <td style="text-align: right;">39.90</td> <td style="text-align: right;">7.98</td> <td style="text-align: right;">47.88</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><u>5,949.17</u></td> </tr> <tr> <td></td> <td></td> <td>INCOME</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>cctv contribution</td> <td style="text-align: right;">326.66</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Pre-Purchase - Preston</td> <td style="text-align: right;">300.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Headstone - Rout</td> <td style="text-align: right;">70.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Transfer fee - Jackson</td> <td style="text-align: right;">75.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Fewsters - Burial Smith</td> <td style="text-align: right;">400.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"><u>1,171.66</u></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="300 1491 692 1518">Discussion: Payments approved.</p> <p data-bbox="300 1563 459 1590">Proposed: PT</p> <p data-bbox="300 1599 464 1626">Seconded: AB</p>					Ref:	Meth od	Expenditure	Nett	VAT	Total	053/23-24	SO	Salary - K Dawson				054/23-24	SO	Salary - A James				055/23-24	SO	Salary - pro rata G. Scarlett						Total Salaries for 3 part time staff			1,287.83	056/23-24	BP	HMRC			181.93	057/23-24	BP	Clerks Expenses - Fuel Can			9.50	058/23-24	CC	Credit Card charges - annual fee			32.00	059/23-24	DD	Bank fees			14.17	060/23-24	BP	Village Hall Hire			7.00	061/23-24	BP	Grasslands	200.00	40.00	240.00	062/23-24	BP	Gardeners' expenses				063/23-24	CC	Padlock - Festive field			23.99	064/23-24	SO	Glasik Kershaw - Payroll	40.00	8.00	48.00	065/23-24	BP	Vis Sec - CCTV	3,266.56	653.31	3,919.87	066/23-24	BP	Rowett Ins - Tractor			137.00	067/23-24	CC	Unltd Webhosting	39.90	7.98	47.88						<u>5,949.17</u>			INCOME						cctv contribution	326.66					Pre-Purchase - Preston	300.00					Headstone - Rout	70.00					Transfer fee - Jackson	75.00					Fewsters - Burial Smith	400.00						<u>1,171.66</u>			
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	<p><b>Balance as per bank statement.</b></p> <p><b>31st July 2023</b></p> <p>NS&amp;I Investment Account 16,784.62</p> <p>HSBC Business Money Manager Account 15,424.33</p> <p>HSBC Community Account (CA) 4,196.42</p> <p>Credit Card</p> <p>Total 36,405.37</p> <p>Plus unaccounted payments deposited cheques</p> <p>Less any unrepresented cheques</p> <p>Net balance</p> <p>Cash Book</p> <p>Opening balance 1/4/2023 29,597.81</p> <p>Receipts to date 18,056.78</p> <p>Less payments to date 11,249.22</p> <p>Closing balance per cash book <u>36,405.37</u></p> <p>Discussion: Bank reconciliation approved.</p> <p>Proposer: AB</p> <p>Seconder: ZH</p>	
<b>2023/08/19</b>	<b>To approve quotation of £750 from T. Styche for the full service of flood water pumps and the changing of all oil filters</b>	
	<p>Discussion: Verbal quotation of £750 received from the flood warden was approved.</p> <p>Proposer: DR</p> <p>Seconder: PT</p>	<b>Clerk</b>
<b>2023/08/20</b>	<b>Items for next month's agenda.</b>	
	To elect Cllr on to the Finance /Personnel committee and an ERNLLCA representative.	<b>Clerk</b>
	DUE TO ANNUAL LEAVE, THE NEXT MEETING HAS BEEN BROUGHT FORWARD A WEEK TO Tuesday 19 <sup>th</sup> September 2023.	
	Meeting closed at 8.32pm.	End