

20/01/04	To confirm the minutes of the meeting held on 28th November 2019	
	Signed as a correct record. Proposed: NF Seconded: DJ Outcome: All agreed	
20/01/05	To receive the clerks report and councillors updates	
	<p>Update on previous decisions taken and</p> <ul style="list-style-type: none"> • Submitted the precept demand to ERYC for 2020/21 and have received confirmation • Time has been spent finalising the emergency plan and updating the grant policy and training and development policy • Provided a case study to ERYC for the new play area equipment purchased using commuted sums funding • Play area inspection took place on 12th December 2019 with Cllr. Whiting and Cripsey, the annual independent safety check is due in the next month • Completed end of grant paperwork for the new noticeboard • Sit on mower has had its annual service and is ready for the new grass cutting season • The parish gardener has cleared away the dumped vegetation from Church Lane, lane was all clear until Wednesday 22nd January when more rubbish was dumped, this has also been removed • Clerk has set up the new laptop and printer and has transferred all parish council documents across and is very pleased with the new IT equipment • The parish gardener has completed work to expand the number of cremation plots in the cemetery as previously agreed in November; there are 10 new plots on the other side of the gate, in line with the second row of plots in the established garden of rest • Clerk has looked at coloured lights and baubles for the Christmas tree, it will be difficult to source coloured lights that are compatible with the current tree lighting kit, large commercial grade outdoor baubles cost approx. £25 each, council to revisit this in the summer <p>Councillors updates</p> <p>Cllr. James made the following updates:</p> <ul style="list-style-type: none"> • thanked Cllrs Cripsey, Rainforth and Whiting for putting up and taking down the lights on the village Christmas tree, thanks also to Cllr. Brown for decorating the tree in the village hall • thanked the parish gardener for doing a great job laying out the new cremation plots in the cemetery • reminded everyone about the quiz night in the village hall on Friday 14th February • stated that the Burton Pidsea Windfarm fund is open for applications until 31st March 2020 <p>Cllr. Whiting gave the following reports:</p> <ul style="list-style-type: none"> • work to replace the footbridge had started, footings are in the place, but no further work has been done recently • the fence has completely gone at the cut though, the landowner is aware, but it's not an issue while there is no livestock in the field 	

	<ul style="list-style-type: none"> concerned that ERYC were not emptying bins located on Newbridge Road and Strathmore Avenue reported flytipping near the golf course, this has been cleared emailed Katie Stork at ERYC about the 20mph lights, the lights at the pub end are out of sync 	
20/01/06	To note correspondence received	
	<p>Police Report</p> <p>8/11/19 ASB motorbikes on bridle path 24/11/19 residential burglary, via open conservatory door, Main Street 14/12/19 residential burglary, jewellery and laptop taken, Appleby Lane 14-19/12/19 garage burglary, tools taken via open door, Trinity Close 28/12/19 ASB – motorbikes on bridle path</p> <p>PCSO Bainton encouraged people to sign up to the My Community Alerts.</p> <p>Cllr. James reported that there will be a meeting held with Maureen Yates from ERYC soon to get neighbourhood watch up and running in the village.</p>	
	<p>Burstwick Parish Council emails – December and January</p> <p><i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>59/19-20 Humberside Police crime data for November 60/19-20 ERNLLCA December newsletter 61/19-20 Humberside Police Street Beat Newsletter November 62/19-20 ERNLLCA Good Employer Training Course 63/19-20 PCC Ebulletin and meet the Commissioner in 2020 64/19-20 Positive Activity Grant (PAG) Support Evening 21st January 2020 65/19-20 Humberside Police crime data for December 66/19-20 ERNLLCA reminder for the Good Employer training session on 14th February 67/19-20 Humberside Police Street Beat Newsletter December 68/19-20 ERNLLCA free training on play area inspection and maintenance 69/19-20 ERNLLCA January newsletter</p>	
	<p>Letters received</p> <ul style="list-style-type: none"> December 2019 Pensions Regulator – advising the council to re-enroll employees into a work place pension and make a re-declaration by 1 September 2020 HSBC Safeguarding Review letter 11th December 2019 and 10th January 2020 HSBC response to clerk’s complaint letter 10th January 2020 about the further safeguarding review Mr Capes giving notice on his allotment from 1st April 2020 	
20/01/07	To consider planning applications received and note planning decisions	
	<p>Planning applications:</p> <p>None received.</p>	
	<p>Planning Decisions to note:</p> <p><u>19/03156/PLF Change of use from factory to coach depot</u> Integra Buildings, Main Street, Burstwick</p> <p>Planning permission granted subject to conditions</p>	

	<p><u>19/03192/PLF</u> Erection of an outbuilding/storage shed to rear Wembley House, Main Street, Burstwick</p> <p>Planning permission refused</p> <p><u>19/03075/PAD</u> display of three non-illuminated totem pole signs (retrospective application), Tony Cook Ltd, Daisy Hill, Burstwick</p> <p>Planning permission granted subject to conditions</p> <p><u>19/04053/PLF</u>, installation of 5 pole mounted and 3 wall mounted security lights (retrospective application), Tony Cook Ltd, Daisy Hill, Burstwick</p> <p>Planning permission granted subject to conditions</p>	
	<p>Appeal Decisions to note None received.</p>	
20/01/08	<p>To adopt the updated Parish Council Emergency Plan</p> <p>Final draft has been circulated to councillors.</p> <p>Cllr. Whiting asked if the capacity figures for the pub or church had been included. Clerk stated that these would be included shortly and page updated.</p> <p>Council to adopt the updated Emergency Plan.</p> <p>Proposed: SW Seconded: NF Outcome: All agreed</p> <p>Clerk to email copy to all councillors, lead Flood Warden and emergency planning team at ERYC. A copy will also be placed the a safe in the village hall.</p>	<p>Clerk</p> <p>Clerk</p>
20/01/09	<p>To adopt the updated Grant Policy</p> <p>Final draft has been circulated to councillors.</p> <p>There were no further comments or questions.</p> <p>Council to adopt the updated Grant Policy.</p> <p>Proposed: SG Seconded: SW Outcome: All agreed.</p> <p>Clerk to upload updated policy to the parish council website.</p>	<p>Clerk</p>
20/01/10	<p>To adopt the updated Training and Development Policy</p> <p>Final draft has been circulated to councillors.</p> <p>There were no further comments or questions.</p> <p>Council to adopt the updated Training and Development Policy.</p> <p>Proposed: NF Seconded: SG</p>	

	<p>Outcome: All agreed</p> <p>Clerk to upload updated policy to the parish council website.</p>	Clerk														
20/01/11	To discuss and agree dates for allotment hedge planting day in March															
	This item was deferred to the February meeting.															
20/01/12	To discuss feedback from drop-in held at Christmas fair															
	<p>A parish council drop-in was held as part of the Christmas Fair on Sunday 1st December, the following comments were made:</p> <table border="1"> <thead> <tr> <th>One big issue:</th> <th>Action needed</th> </tr> </thead> <tbody> <tr> <td>School footpath down Woollam Hill very slippery - possible salt storage bay located near to it.</td> <td>Small 60 litre grit bin costs £92 plus grit. Councillors suggested it was leaves making it slippery. Clerk to ask Parish Gardener to give path a good sweep</td> </tr> <tr> <td>Dog fouling Dog poo around village on paths</td> <td>Parish council to request a dog warden patrol, raise awareness via newsletter and social media</td> </tr> <tr> <td>Litter in kids play area</td> <td>Continue to monitor</td> </tr> <tr> <th>Any other comments or suggestions</th> <th>Action needed</th> </tr> <tr> <td>Would like councillor to come to pop-in (held on Thursdays in the pub), Margaret used to do it.</td> <td>Cllr. Brown may attend depending on availability</td> </tr> <tr> <td>Cut through from Woolam Hill to Meadow Drive (Newbridge Road Estate) overgrown with weeds.</td> <td>Cllr. Cripsey has checked path and its not too bad – continue to monitor in the Spring</td> </tr> </tbody> </table>	One big issue:	Action needed	School footpath down Woollam Hill very slippery - possible salt storage bay located near to it.	Small 60 litre grit bin costs £92 plus grit. Councillors suggested it was leaves making it slippery. Clerk to ask Parish Gardener to give path a good sweep	Dog fouling Dog poo around village on paths	Parish council to request a dog warden patrol, raise awareness via newsletter and social media	Litter in kids play area	Continue to monitor	Any other comments or suggestions	Action needed	Would like councillor to come to pop-in (held on Thursdays in the pub), Margaret used to do it.	Cllr. Brown may attend depending on availability	Cut through from Woolam Hill to Meadow Drive (Newbridge Road Estate) overgrown with weeds.	Cllr. Cripsey has checked path and its not too bad – continue to monitor in the Spring	Clerk
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20/01/13	To make suggestions for further community payback projects															
	<p>Cllr. Cripsey is keen to apply for a further project for community payback after they did a good job on the fence at Festive Field. Cllr. Cripsey has put forward two suggestions:</p> <ul style="list-style-type: none"> • Litter pick • Trim grass back from the paths <p>The council discussed the two suggestions and proposed a litter pick focusing on Appleby Lane, Ellifoot Lane, Main Street and back to the junction with Appleby Lane.</p> <p>Proposed: SW Seconded: SG Outcome: All agreed</p> <p>Clerk to apply via the community payback website.</p>	Clerk														

20/01/14	<p>To discuss applying to the Police and Crime Commissioner for a community speed watch to be set up in the village</p>	
	<p>There has been some interest from Burstwick residents in the Community Speed Watch group that is currently operating Burton Pidsea, through comments made via the NextDoor app.</p> <p>Residents were invited to attend this meeting to discuss it by the clerk and Cllr. Tong. For the parish council to proceed with an application there must be at least 6 residents willing to volunteer, to take part in basic training and to then run the speed watch. There was a varied discussion about speeding in the village, previous responses from ERYC and the issue with enforcement versus the 20mph flashing signs.</p> <p>Councillors said that a meeting was supposed to have been arranged with Katie Stork to discuss road safety in the village. Cllr. James had circulated an email in October to get the meeting set up, but it was not progressed.</p> <p>To move forward on this item, it was proposed for two actions:</p> <ol style="list-style-type: none"> 1. To get the meeting arranged with Katie Stork and Cllrs. Waddingham and Whiting 2. Clerk to email Police and Crime Commissioners speed watch coordinator to check that the village is eligible to take part <p>Proposed: SG Seconded: PW Outcome: All agreed</p>	<p>PW/SW</p> <p>Clerk</p>
20/01/15	<p>To receive a quarterly financial update and budget monitoring</p>	
	<p>Clerk reported that overall the parish council remains on budget.</p> <p>Overspend has occurred in the following areas:</p> <ul style="list-style-type: none"> • Electric for the Christmas tree – this is a moveable feast with Npower – we are on a new contract that should give us more regular set bills • Contingency – extra items purchased include; litter pickers for spring litter pick, paint for Festive Field fence for community payback project and dog poo bag dispenser for Festive Field • Internal audit fees – this includes the addition of the village hall accounts, extra funding has been allocated to this budget for 2020-21 to cover this cost • Best Kept allotments – small overspend on prizes <p>One councillor asked how the electric bill for the tree is calculated? Clerk responded to say that it is on an unmetered supply and clerk must confirm in writing date and times the lights will be operational, this is emailed to Northern Power Grid who share the information with Npower.</p>	

	<p>Quarterly report</p> <p><u>1st October to 31st December 2019</u> Receipts totaling: £1032.90 Payments totaling: £8384.34</p> <p><u>Year to date (up to 31st December)</u> Receipts: £27,803.62 Payments: £20,611.83</p>	
20/01/16	<p>To discuss how to process recent compensation payment made by HSBC</p> <p>Before Christmas the council received a letter from the HSBC safeguarding team wanting to do yet another review of our banking, clerk has already completed two lengthy online surveys about the accounts.</p> <p>On 7th January the clerk wrote a letter of complaint on behalf of the parish council, about this further review.</p> <p>On 16th January clerk received a letter from HSBC in response to the complaint, apologising and outlining why this third review was needed. They had also enclosed a cheque for £250 in compensation, the only problem is, it is made out to the clerk personally!</p> <p>Clerk proposed to pay the cheque into her personal account and then transfer the money into the parish council account and issue a receipt as we normally would.</p> <p>Proposed: SG Seconded: NF Outcome: All agreed</p> <p>Note: Clerk has completed a telephone interview with a case manager on 20th January about our accounts and our transactions so this should settle things and according to HSBC we won't need another review for a few years.</p>	Clerk
	<p>For agenda item 20/01/17</p> <p>Council to consider the exclusion of the press and public due to the confidential nature of the business to be discussed.</p> <p>Proposed: SG Seconded: NF Outcome: All agreed</p>	
20/01/17	<p>To review the employment of the village hall clerk and to agree to extend contact for a further year</p> <p>Cllr. James declared an interest in this item and did not take part in the discussion or vote.</p> <p>The Village Hall Clerk's (VHC) one-year contract expires on 18th February 2020.</p> <p>Clerk has circulated a report outlining the village hall clerks achievements this year. In summary the VHC has made great progress in bringing the management committee in line as a parish council committee, worked tirelessly to support current user groups and helped set up new groups, improved the maintenance and security of the hall, successfully applied for grant funding and continues to be a key fundraiser for the hall.</p>	

The VHC also has four objectives to take forward and deliver this year.

Are there any questions about progress and achievements?

It was felt that a paid employee role was needed rather than volunteer and its is paying for itself. The profile of the hall is a lot better and council agreed that the new role is working and was a positive move for the hall and the wider village.

Is the parish council in agreement to extend the contract for a further year?

The council agreed that this role should be an ongoing commitment and proposed to extend the contract for a further year.

Proposed: SW
 Seconded: SG
 Outcome: All agreed

Parish council to agree pay rise for village hall clerk. The VHC is employed on NJC salary terms as are the other staff the council employs. Pay rises normally come into force from 1st April, however the rates have not yet been agreed by Unions and Government.

There are two options to consider:

1. Stay on current scale SCP 7
2. To move up a scale to SCP 8

The Council were pleased with the progress made over the last year and proposed to move VHC pay to SCP 8.

Proposed: NF
 Seconded: SW
 Outcome: All agreed

20/01/18 To agree payments in accordance with the budget

Approve the schedule of payments for December and January as follows:

December 2019 Accounts

Payments

Transfer to reserves held in NS&I	1000.00
DA Buckton - allotment hedge cutting	79.20
Glazik Kershaw - payroll provider	44.40
HMRC	0.00
Staff salaries for December	842.17
Credit card total:	75.29
Credit card break down of spend:	
Norton renewal	£59.99
Post Office - stamps	£7.32
Tony Cook - paint for Festive Field fence	£7.98

2041.06

Receipts

Cemetery fees	300.00
Bank interest	6.57
	306.57

	<p>January 2020 Accounts</p> <p>Payments</p> <p>Tony Styche - flood pump service 744.00</p> <p>ERYC litters bins x 2 905.18</p> <p>FG Adamson & Son Ltd sit-on mower service 382.70</p> <p>Tony Grassby - play area repairs and remove old kit 385.05</p> <p>Glazik Kershaw - payroll provider 44.40</p> <p>HMRC 0.00</p> <p>Staff salaries for January (3 part time staff) 1057.77</p> <p>Gardeners expenses – petrol 7.03</p> <p>3526.13</p> <p>Receipts</p> <p>0.00</p> <p>Proposed: SW Seconded: NF Outcome: All agreed</p>	
20/01/19	Items for next month's agenda	
	<ul style="list-style-type: none"> • To arrange hedge planting day at the allotments • To discuss costs for VE Day celebration • To discuss costs of community wellbeing day 	
	<p>Date of next meeting Thursday 27th February 2020</p>	
	Meeting closed at: 20.55	