

BURSTWICK PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE VILLAGE HALL ON THURSDAY 30th June 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
 Cllr S. Gould SG
 Cllr N. Fairbank NF
 Cllr P. Paragreen (upon co-option) PP

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

	Discussion and agreement	Action
2022/06/01	To note apologies for absence	
	None. All present.	
	It was agreed unanimously to move agenda item 9 (co-option) to the next agenda item so as to include the new councillor from the start of the meeting.	
2022/06/09	To confirm resignation of P. Waddingham and to agree so-option to fill the vacancy	
	The resignation of P. Waddingham and advertising of the vacancy was confirmed. Co-option of a new member is now invited. The sole applicant was present and gave a brief introduction. Discussion: Mr Peter Paragreen to be co-opted onto the Burstwick Parish Council. Proposed: PT Seconded: SG Outcome: Cllr PP co-opted and welcomed onto the BPC. The clerk handed the declaration of Office over for signing and register of interests form for completion for the next meeting.	
2022/06/02	Councillors to disclose their interests in matters to be discussed	
	Cllr NB – Play area Cllr AB – Allotments Cllr MC – Play area and village hall Cllr SG – Play area Cllr DJ – None Cllr DR – None Cllr NF – Allotments and Playing field Cllr PT – Allotments Cllr PP – None	
2022/06/03	Members of the public are invited to address the council	
	None present.	

2022/06/04	To confirm the minutes of the meeting held on – 26th May 2022	
	<p>Subject to minute 2022/05/25 being replaced by updated statements of accounts as circulated at 30th June 2022 the minutes of the previous meeting were confirmed as a true record.</p> <p>Proposed: DR Seconded: MC Outcome: minutes agreed and signed by the chairman.</p>	
2022/06/05	To receive the clerks report, Chairman’s report and councillors updates	
	<p>Clerks report – as circulated.</p> <p>The Witherwick Wind Farm Community Fund – End of project report form for ‘Kickstart’ has been returned to ERYC.</p> <p>The ERYC Queens Platinum Jubilee Community Fund – End of project report form has been received and started on.</p> <p>The external Auditor has granted an extension for the 2022 AGAR in case it is needed.</p> <p>The Pensions Regulator have confirmed they have the new clerks details and will post/email instructions and duties as and when required.</p> <p>The Clerk has received ‘hot spot’ areas for dog fouling in the village which has been reported to the dog warden. Further feedback re. signage and inspections is awaited.</p> <p>The next ERNLLCA District Committee Meeting will be held on Thursday 21st July at 7pm – Cllr DR and PT are our representatives and asked if able to attend. DR can not and PT will confirm once times are confirmed.</p> <p>Payment has been made and certificate received for the ICO – Information Commissioners Office. Renewal due 29/5/23.</p> <p>The Clerk is not permitted to undertake the finance training course as previously approved by BPC as its designed for Cllrs only. ERNLLCA where happy with it but not The Parkinson Partnership. Code of Conduct training has been taken as a refresher for the clerk.</p> <p>Training available via ERNLLCA : Being a Good Councillor – circulated. Ideal for new councillors.</p> <p>Community Pay Back have acknowledged our nomination for a team. We should hear from the local probation provider in due course.</p> <p>Tree work at 23 Churchill Rise will require access via Church Lane onto the cemetery. ERYC have approved work to trees they are responsible for and insurance documents have been received. Work carried out today and looks satisfactory upon completion.</p> <p>Further to the site visit with Cllrs and Playdale the order is ready to submit. Clerk to request a Wednesday if possible to assist with W.C facilities. Completion date extended to November by the funders.</p> <p>Glasik Kershaw today confirmed price increases for their payroll service. The monthly fee will be £48.</p> <p>Chairman’s report:</p>	

	<p>Cllr DJ extended his sincere thanks and appreciation to the Jubilee working group and all the volunteers who helped throughout the Jubilee celebrations. Feedback from residents has been most positive either in person, via social media and a personal letter of appreciation. Thanks were extended to the BPC and grant sources for supporting the event.</p> <p>Future events include a quiz night, the return of the Burstwick race night and festive celebrations later in the year. On 23rd July Burstwick Party in the Park is being held with funds raised been donated to Life for a Kid.</p> <p>The four remaining members of All Saints PCC resigned from their positions at the end of May. The Diocese of York have appointed an emergency PCC custodian to manage All Satints PCC until it closes later this year. There will be no more Sunday services though there is the possibility of merging with another church to create a new PCC. The Chairman offered his sincere thanks and best wishes to Tracey and Richard Netherton, Sue Linford and Fiona Shortland for all they have done.</p> <p>Enquiries will be made regarding the remembrance service at the cenotaph.</p> <p>Vice Chairs report: Cllr AB thanked Cllr DJ for taking the lead and organising the Jubilee group which resulted in a great weekend for the village, that was lovely to see and can hopefully be built upon in the future.</p> <p>Councillors reports: Cllr NF also passed on his thanks for the Jubilee weekend and the groups involvement and stated the event and people being out and about, made it feel like a village again. Cllr MC enquired about starting BPC meetings at 7pm rather than 7.30pm. Much depends on bookings in the village hall, though could be considered, subject to bookings.</p> <p>Cllr DR: Noted much parking on Main St near the public house and a hedge on Pinfold blocking the vision.</p>	
2022/06/06	To note correspondence received	
	<p>31.5.22: ERVAS / ERNLLCA Newsletter / Tree Conservation Volunteers / My Alert 8.6.22: Police Newsletter / My Alert / ERNLLCA being a Good Cllr training 14.7.22: NHW – Our news / ERYC Road Closure Daisy Hill, Burstwick and Daisy Hill Road, Elstronwick.</p>	
2022/06/07	To consider planning applications received and note planning decisions	
	<p>22/00474/VAR Variation of Condition 8 of application 19/02225/PLF at Land south west of Unit 4 Hedon Rd, Burstwick.</p> <p>Discussion: Application discussed and a neighbours objections on the planning portal noted. No Objections. Proposed: Cllr NF. Seconded: Cllr NB. Outcome: Clerk to respond that BPC has no objections.</p> <p>NOD Application 22/01169/PLF 15 Elm Tree Farm Rd, Burstwick. Granted. Noted. NOD Application 22/00799/PLF 132 Main St, Burstwick. Refused. Noted. NOD Application 22/01048/PLF The Villa, Station Road, Burstwick. Granted. Noted.</p>	
2022/06/08	To discuss road safety in the village and receive any updates on action taken	
	<p>Discussion: Cllr DJ is in the process of circulating suggested dates to the community speedwatch group. Traffic surveys have been recently completed and it is expected</p>	

	<p>statistics/feedback will be supplied once reviewed by ERYC. It was noted speed checks have been undertaken last week by the police in a 40 mph zone.</p> <p>Cllr NF expressed concern for electric scooter users carrying young children on them.</p>	
2022/06/09	Resignation and co-option of new Councillor - Discussed earlier in the meeting as agreed.	
2022/06/10	To comment on ERYC's Review of Public Spaces Protection Order.	
	<p>Discussion: The PSPO was circulated and discussed. Inclusion of the festive field within the area of the village hall on schedule 3 to be requested.</p> <p>Proposed: Cllr DJ</p> <p>Seconded: Cllr MC</p> <p>Outcome: Clerk to respond with the request for the above.</p>	
2022/06/11	To review annual play inspection safety report and agree action taken	
	<p>Discussion: Report circulated to all and committee members asked to assess and report back at the meeting. Most items are low to moderate issues that need monitoring. It was agreed to allow further reading time for the 58 page report and discuss further at the next meeting. The clerk asked the committee to provide a copy of their weekly inspection reports in future and confirmed the report had been copied to the school. 'Contact' signage was suggested for when members of the public identify any issues.</p> <p>Item to be placed on the next agenda.</p>	
2022/06/12	To approve 2023 play inspection fees £69.95 + VAT = £83.94	
	<p>Discussion: Price acknowledged and noted for the next budget file.</p> <p>Proposer: Cllr NF</p> <p>Seconder: Cllr AB</p> <p>Outcome: Item to be filed in the budget 2022-23 budget file.</p>	
2022/06/13	To review Standing orders	
	<p>Discussion: Existing standing orders circulated. No updates required other than the clerks contact details and last revision date.</p> <p>Proposer: Cllr DJ</p> <p>Seconder: Cllr DR</p> <p>Outcome: Clerks contact details to be amended. All agreed to review annually or biannually, dependent on audit requirements.</p>	
2022/06/14	Allotment matters	
	<p>Discussion: At the recent inspection a few plots were identified for a letter to request some work be carried out on the allotment:- Plot 3, 21b, 22a, 31, 46. On the whole new tenants had made a start and were encouraged to continue working their plots. A pergola is permitted subject to fixing conditions. A tenant is discarding grass cuttings over the hedge onto ERYC land.</p> <p>Proposer: Cllr AB</p> <p>Seconder: Cllr NF</p> <p>Outcome: The clerk will write to the necessary allotment holders regarding their allotment and confirm a pergola is permitted with conditions.</p> <p>Allotment markers : To be discussed at the next meeting.</p>	

	<p>Allotment competition : Deferred until 2023. To be placed on the agenda early next year so as to incorporate the best judging period around June 2023. Prizes or trophies to be budgeted for.</p>																																																							
2022/06/15	To consider application to Humberside Police Community Safety Fund																																																							
	<p>Discussion: Railings outside of the school were suggested and a possible youth club. Fire doors, CCTV, external railings and outside lighting were mentioned for the village hall.</p> <p>Outcome: Village Hall requirements to be discussed further by the village hall committee. The Clerk awaits a response from ERYC regarding the school railings.</p>																																																							
2022/06/16	To agree final list of works for Village Task Force visit 22/7/22																																																							
	<p>Discussion: A range of works was listed for throughout the village for the task force visit. List to be circulated to Cllr AB and Cllr DR who will be attending.</p> <p>Proposer: Cllr DR Seconder: Cllr PT</p> <p>Outcome: Clerk to copy ERYC into the list.</p>																																																							
2022/06/17	To elect committee members for: Allotments (1) and Finance/Personnel (1)																																																							
	<p>Discussion: There is a vacancy on each committee. Cllr PP happy to join both.</p> <p>Proposer: Cllr AB Seconder: Cllr DR</p> <p>Outcome: Agreed, Cllr PP be added to the above committees.</p>																																																							
2022/06/18	To agree re-location of litter bin from the former shop																																																							
	<p>Discussion: A bin audit was carried by Cllr DJ with public involvement via social media. Three suitable locations were considered for the bin with the corner of Newbridge Road/Main Street being the preferred location.</p> <p>Proposer: Cllr AB Seconder: Cllr PT</p> <p>Outcome: Agreed. The Clerk will ask ERYC to move the bin from outside the former shop and re-locate it in the corner of Newbridge Road.</p>																																																							
2022/06/19	To agree payments for June 2022																																																							
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	037/22-23	SO	Gardeners Salary				
	038/22-23	SO	VH Clerk A James Salary				
	039/22-23	SO	BPC Clerk K Dawson Salary				
			3 x part time staff salaries	1139.85		1139.85	
	040/22-23	SO	HMRC	115.80		115.80	
	041/22-23	SO	Glasik Kershaw-payroll	37.00	7.40	44.40	
	042/22-23	BP	Clerks expenses - Ink toner	28.42	5.69	34.11	
	043/22-23	BP	Play inspection Co	65.00	13.00	78.00	
	044/22-23	BP	D James Jubilee expenses	432.06	19.68	451.74	
	045/22-23	BP	Gardeners expenses	25.00	5.00	30.00	
						2244.96	
	Income		Allotment rent			31.00	
			Fewsters- Carrick			110.00	
			Allotment deposit/Chester			50.00	
			Allotment rent-Chester PI 29			18.00	
			Bank Interest-BMM			1.70	
						210.70	
	<p>Proposer: Cllr DR Secunder: Cllr AB Outcome: Above schedule approved for payment by the clerk.</p>						
2022/06/20	To receive a first quarter financial update and budget monitoring						
	Item deferred as accounts and books are just back from internal audit.						
2022/06/21	To note internal auditors report for financial year 2021-22						
	Discussion: Auditors report circulated with comments noted.						
	<p>Proposer: Cllr MC Secunder: Cllr SG Outcome: Receipt and contents of internal auditors report noted.</p>						Clerk
2022/06/22	To approve annual return governance statement for financial year 2021-22						
	Discussion: Section 1, Annual return governance statement circulated. The chair read each section for agreement by Cllrs. All sections ticked as agreed.						
	<p>Proposer: Cllr DR Secunder: Cllr PP Outcome: Section 1 Governance statement completed and signed by the Chair and Clerk.</p>						
2022/06/23	To approve annual return accounting statement for financial						
	Discussion: Section 2 Accounting statement 2021/21 were circulated and Approved.						
	<p>Proposer: DR Secunder: NB</p>						Clerk

	Outcome: Accounting statement signed by the Chair. Clerk to display the necessary documents in the public domain.	
2022/06/24	Items for the next agenda – 28th July 2022	
	Allotment markers Play inspection report Meeting closed at: 20.57 pm. End	Clerk

