

**BURSTWICK PARISH COUNCIL**

**MINUTES OF THE MEETING HELD IN THE VILLAGE HALL ON THURSDAY 31<sup>ST</sup> MARCH 2022**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. M Cripsey MC  
 Cllr. N Fairbank NF  
 Cllr. P Tong PT  
 Cllr. P Waddingham PW  
  
 Parish Clerk KD

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

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>22/03/01</b>	<b>To note apologies for absence.</b>	
	Apologies tendered by Cllr S. Gould and Cllr D. Rainforth.	
<b>22/03/02</b>	<b>Councillors to disclose their interests in matters to be discussed.</b>	
	<b>Pecuniary:</b> Non disclosed  <b>Non-pecuniary:</b> Cllr. A Brown - Allotments Cllr. Cripsey – Play Area Cllr. N Fairbank – Allotments and Play Area Cllr. D James – Burton Pidsea Wind Farm Community Fund Cllr. P Tong - Allotments Cllr. P Waddingham – None	
<b>22/03/03</b>	<b>Members of the public are invited to address the council.</b>	
	Two members of the public were present to observe the meeting.	
<b>22/03/04</b>	<b>To confirm the minutes of the meeting held on 24<sup>th</sup> February 2022.</b>	
	Signed as a correct record. Proposed: NF Seconded: PW Outcome: All Agreed.	<b>Clerk</b>
<b>22/03/05</b>	<b>To receive the clerks report, Chairmans report and councillors updates.</b>	
	Clerks report, as circulated to Councillors.	
<b>a.</b>	Electoral Services have confirmed we can fill the vacancy on the council by co-option. Co- option will therefore be placed on the April agenda.	<b>Clerk</b>
<b>b.</b>	Walt is now using the new strimmer / hedge mower. We have been credited by Vowles and the item added to the asset register.	
<b>c.</b>	We have received the £4,000 funding for the play park – BPWFCE. The Clerk is liaising with Playdale regarding some price changes made since we received the original quote. Item to be placed on the next agenda.	<b>Clerk</b>

d.	The clerk attended the Town and Parish Town Network meeting on 17th March and spoke to highlight the problems Clerks are experiencing in making contact with ERYC. The Clerk wishes to continue liaising with ERYC, regarding her own experiences as clerk/staff for three councils.	
e.	A recently installed headstone has been brought to the attention of the Clerk and inspected by Cllr Gould and the Clerk. Cllr James has made contact with the family who are liaising direct with their chosen stonemason.	
f.	A road closure application has been sent into ERYC in advance of the Jubilee soap box race. Emergency services will be contacted once the event is confirmed as going ahead.	
g.	Suncrop Growers have advised they have made an application to ERYC for temporary, onsite accommodation.	
h.	ERYC Winter Services have made a maintenance visit to salt bin 11190 at Beech Close Ref – 901792.	
i.	The return papers for the Kickstart fund have been returned to ERYC. There is a remaining balance of £362.06 to allocate with return form completed upon expenditure.	
	Chairmans report:	
j.	Cllr James thanked Cllr Brown for assisting with the canvassing of the proposed No Cold Calling scheme. There are a number of properties still to be visited within the next few weeks.	
k.	The application date for the Burton Pidsea Wind Farm Community Fund closes 24 <sup>th</sup> April 2022.	
l.	Cllr Brown reported complaints of broken glass on the playing field. Cllr James will enquire with the school regarding CCTV footage. Police visibility was suggested plus an item in the next newsletter to address the situation to residents.	
m.	Cllr Brown has received complaints regarding the poor state of footpaths on Back Lane and Church Lane Avenue. Neither have had any attention for years are they are unsuitable for the disabled, elderly and mobility scooter uses. Often residents opt to walk on the road as they consider it a safer option.	
n.	Cllr Brown advised that two layers of brickwork are missing from the planter on Station Road. Further enquiries will be made with those that maintain the planter. A letter missing from 'Burstwick' signage was also noted.	
o.	Cllr Cripsey addressed a parking issue on the land on the corner of Newbridge Road. As it is private land, there is little BPC can do though if it is an obstruction it would be a police matter. Noted.	
p.	Cllr Cripsey is keen to use the community payback service. Item to be placed on the next agenda.	Clerk
q.	Cllr Waddingham advised that bespoke football nets are very expensive. A steel mesh was suggested as an alternative though likely to be equally as expensive. Riley Engineering previously quoted so may be worth following up once again. Playdale could be asked to price up options when in the village.	Clerk

r.	Cllr Tong asked when the road repair work was likely to be completed. The Clerk will ask ERYC to confirm a date though it is expected it will be in warmer weather so the tarmac and chippings adhere better, prior to re-lining.	Clerk
<b>22/03/06</b>	<b>To note correspondence received</b>	
	<p><b>Burstwick Parish Council emails / letters received.</b>  <i>The following emails have been circulated to all the Parish Councillors.</i></p> <p>24.2.22 ERNLLCA            February newsletter.  1.3.22 Police                Street Beat Newsletter &amp; Mid Holderness Police Report.  1.3.22 ERYC                   Sustainable Travel in Your Parish.  4.3.22 ERYC                   Rights Of Way Improvement Plan.  8.3.22 NHS                   NHS/CCG Newsletter.  8.3.22 ERYC                   East Riding Design Guide Consultation.  8.3.22 ERYC                   Joint Local Access Forum.  8.3.22 Police &amp; CC          Community Payback.  15.3.22 ERYC                   East Riding - Pilot to shape design of the neighbourhood.  22.3.22 ERYC                   Government response to committee – Standards in Public Life.</p>	
<b>22/03/07</b>	<b>To consider planning applications received and note planning decisions.</b>	
	<p>Application 22/00717PLF for the erection of two storey extension to side of 10 Elm Tree Farm Road, Burstwick.</p> <p>Proposed: AB  Seconded: PW  Outcome: No objections though concern was expressed for the potential increase of on street parking. AGREED.</p> <p>Application 22/00799/PLF for the erection of single storey extension to the rear at 132 Main Street, Burstwick.</p> <p>Proposed: PW  Seconded: AB  Outcome: No objections. AGREED.</p>	Clerk
		Clerk
<b>22/03/08</b>	<b>To discuss road safety in the village and receive any updates on action taken.</b>	
	Cllr James confirmed that the speed watch kit will be coming in April. A number of volunteers have come forward to help out. Around six people will be trained initially with the training passed onto other volunteers. A date will be confirmed for the initial training session in the village hall.	DJ
<b>22/03/09</b>	<b>To receive allotment committee report from 15.3.22 and consider recommendations made and agree rent for 2023.</b>	
	Report circulated to all Cllrs and recommendations discussed as follows:	
	<p>A refundable £50 deposit scheme will be introduced and monitored from April 2022 to encourage new allotment holders to better cultivate their allotments and leave them in a cultivated state at the end of their tenancy so as to obtain their refund.  Proposed: PT  Seconded: PW  Outcome: AGREED.</p>	Clerk
	Enquires will be made with Hull Prison regarding allotment markers being made.	Clerk
	Bordering fences must be retained even if a tenant has neighbouring plots. NOTED.	

	<p>One slim line water butt to be purchased up to the value of £40. Proposed: DJ Seconded: NF Outcome: AGREED.</p>	Clerk
	<p>There will be no rent increase for the year 2023/24. AGREED. A rent increase will be considered next March for 2024/25. Noted.</p>	Clerk
	<p>The tenancy rules will be reviewed at a future meeting. Noted.</p>	Clerk
	<p>A breakdown of income and expenditure was circulated for 1.4.21 – 31.3.22.</p>	
	<p>An introductory letter will be sent out from the clerk with the rent invoices. AGREED.</p>	Clerk
	<p>Additional letters will be sent to the following allotment holders as per the recent allotment inspection: Plot 6 Tenants intentions to be sought as no activity. Plot 20 As above Plot 22a No activity Plot 22c Some activity – encourage regular activity Plot 45 No activity Plot 49 Tenants intentions to be sought as no activity Plot 21b Vacant Plot 29 No activity, is allotment wanted? Plot 32b Vacant – Clerk to speak to potential tenants prior to occupancy terms. AGREED. Plot 44b Vacant Plot 50 No activity</p>	Clerk
<b>22/03/10</b>	<b>To consider an application to BPWFCF for a small grant fund of £500 so the Parish Council can support a Burstwick Party in the Park event, under Section 137 upon receipt of invoices.</b>	
	<p>Event tickets have sold out. A brief update was given by Cllr James, who suggested a Parish Council application is made on behalf of the organisers to the BPWFCF for £500. Cllr James advised he had consulted with ERYC who administrate the fund. Cllr James to take lead on application and liaise with Dave Gelder. Proposed: AB Seconded: PW Outcome: AGREED.</p>	DJ
<b>22/03/11</b>	<b>To agree BPC representative(s) for Village Task Force walk-about on 22.7.22.</b>	
	<p>Cllr Brown is available. Cllr James will attend depending on work commitments. Cllrs Gould and Rainforth to be asked if they are available. A rolling list of items to mention / observe should be made. Item to be reviewed nearer the time. Areas of concern to include footpaths on Back Lane and Churchill Avenue.</p>	Clerk Clerk Clerk/Cllr
<b>22/03/12</b>	<b>To consider feedback re: East Riding Community Governance Review.</b>	
	No comments.	
<b>22/03/13</b>	<b>To agree price increase of Web Hosting Services (£3.99 p/m or £39.90 p/a (2 months free)).</b>	
	<p>The revised fee was considered fair as an annual payment. Proposed: AB Seconded: PT Outcome: AGREED.</p>	Clerk

<b>22/03/14</b>	<b>To agree to the purchase of suitably worded signage for Church Lane, Burstwick.</b>	
	Private Road – Residents and Cemetery Access Only was considered at a cost of £35 + VAT. Proposed: NF Seconded: PW Outcome: AGREED.	<b>DJ</b>
<b>22/03/15</b>	<b>To agree to the purchase of replacement sign for Festive Field.</b>	
	A replacement sign for the Festive Field was considered at a cost of £45.36 + VAT and postage. Both the above signs will be ordered together from SSP Direct. Proposed: AB Seconded: PT Outcome: AGREED.	<b>DJ</b>
<b>22/03/16</b>	<b>To consider appointment of internal auditor upon retirement of Mr A. Johnson</b>	
	Contact has been made with Richard Dixon who has experience of Local Government and District audit. His fees are in the region of £450. Proposed: NF Seconded: PW Outcome: AGREED.	<b>Clerk</b>
<b>22/03/17</b>	<b>To discuss and agree costs for the Queen’s Platinum Jubilee celebrations.</b>	
	Cllr James circulated a pre-summary of costs and presented a further breakdown of costs for the Jubilee. All costs APPROVED with an increase to the number of commemorative mugs to be purchased. Using S137 powers via the events budget. Jadan Press – A5 8pp newsletter £80 ERYC TEN licence – £25 Cleaning Consumables – £10 Event Marshall hi-vis vests (15 each) – £70 Condiments for supper and kitchen – £10 Bobby Diamond (Saturday entertainment) – £180 Black Waste Bins x 2 – £20 Jubilee Themed Commemorative Mugs (60 each) – £333 Jubilee Banner (Vinyl Banner Printing) – £40  The road closure will be discussed at a future meeting. Volunteers need to register as soon as they can. It is expected some acts may require a cash payment via authorised Cllr expenses. Cllr James to make further enquiries. It was agreed the amount of £362.06 left over from the Kickstart grant will be allocated towards community Jubilee celebrations. Proposed: AB Seconded: NF Outcome: AGREED.	<b>DJ</b>         <b>Clerk</b>
<b>22/03/18</b>	<b>To consider the repositioning of the post box and litter bin when the shop closes and returns to a residential property.</b>	
	Item deferred to the next meeting.	<b>Clerk</b>
<b>22/03/19</b>	<b>To approve Grasslands £2.23 per cut price increase for March and 2022/23 play park grass cutting.</b>	
	Proposed: PW Seconded: MC Outcome: AGREED.	<b>Clerk</b>

22/03/20	To agree payments for March 2022.			
140a/21- 22	bp bp	Clerks Expenses	1.98	
140b/21- 22	bp	Clerks mileage	11.34	
141/21- 22	chg	Bank charges (Jan)	8.00	
142/21- 22	dd	Credit Card	123.98	
		Amazon ball drop 23.99 Microsft subs 79.99 02 PAYG 20		
143/21- 22	Bp	Tony Styche Ltd	780.00	
144/21- 22	Bp	Village hall 2 x hrs	10.00	
145/21- 22	Dd	Business stream - water	68.16	
146/21- 22	Bp	Adamson & Son - service mower	314.44	
147/21- 22	So	3 part time staff salaries	1102.75	
148/21- 22	So			
149/21- 22	So			
150/21- 22	Bp	Gardeners expenses - fuel	30.76	
151/21- 22	So	HMRC	154.34	
152/21- 22	Bp	Salary Former Clerk back pay	75.60	
153/21- 22	So	Glasik Kershaw	40.40	
154/21- 22	Bp	Grasslands	192.00	
155/21- 22	Chg	Bank Charges (Mar)	10.00	
			<b>2923.75</b>	
		<b>Receipts</b>		
		Millard ROW	25.00	
		WH Vowles Credit for strimer	86.72	
		Garton FD - Dyson	380.00	
		Medforth- pre purchase	220.00	
		Carrick - transfer	50.00	
		J. Carr - Transfer	150.00	
		Fairbank - pre purchase	1020.00	
			<b>1931.72</b>	

	<p style="text-align: right;">BMM Account  ERYC Play Equipment Fund      4000.00  ERYC Jubilee Fund                500.00  interest                                0.36  <b>8363.80</b></p> <p>Proposed: AB  Seconded: PW  Outcome: AGREED.</p>	
<b>22/03/21</b>	<b>Items for next month's agenda</b>	
	<p>Playdale quotation.  Response to community payback enquiry.  Allotment markers.  Allotment tenancy agreement.</p> <p>Councillors were advised that the agenda for the Annual Parish Meeting and the Council meeting to be held on 29<sup>th</sup> April will be sent out much earlier next month due to the Clerks holidays. Items for the agenda must be submitted by 9am on 14<sup>th</sup> April 2022.</p> <p>Public meeting closed at 9.05pm</p>	<b>All Cllrs</b>
<b>22/03/22</b>	<p><b>Private session:</b> Public Bodies (Admission to Meetings) Act 1960.</p> <p>The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.  AGREED.  Proposed: MC  Seconded: AB</p> <p><i>Members of the public left the meeting.</i></p>	
<b>22/03/23</b>	<p>In Camera:  The National Joint Council for Local Government Services (NJC) has agreed new rates of pay applicable from 1<sup>st</sup> April 2021. Employers are to implement this pay award as soon as possible with backpay for employees who have left employment since 1.4.21. Therefore, Burstwick Parish Council agree to the following payscales which will commence from 1.4.22 and be back dated as follows:  Staff A now SCP 4 backdated to 1.4.21.  Staff B now SCP 8 backdated to 1.4.21 (SCP 9 from 1.4.22 as previously agreed).  Staff C now SCP 12 backdated to 15.11.21.  Staff D SCP 12 backdated to 1.4.21 to the end of employment at 31.10.21.</p> <p>Schedule of salary scale points 2021/2022 is held with the Clerk for Councillor perusal.  Proposed: PW  Seconded: MC  Outcome: AGREED.</p>	
	<b>Meeting closed at: 9.10 pm</b>	