

BURSTWICK PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE VILLAGE HALL ON TUESDAY 19th September 2023

Present: Cllr. D James - Chairman DJ
 Cllr. M Cripsey MC
 Cllr. D Gelder DG
 Cllr. P Tong PT

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

	Discussion and agreement	Action
2023/09/01	To note apologies for absence	
	Apologies tendered by: Cllr. A Brown Cllr. S Gould Cllr. Z. Hovorka Cllr. D Rainforth	
2023/09/02	Councillors to disclose their interests in matters to be discussed	
	Cllr M Cripsey – Village hall. Cllr D Gelder – None. Cllr D James – Communications, Play area, Finance & Personnel. Cllr P Tong – Road safety.	
2023/09/03	Members of the public are invited to address the council	
	None present.	
2023/09/04	To confirm the minutes of the meeting held on 29th August 2023	
	Draft minutes circulated 14.9.23 and signed as a correct record. Proposed: PT Seconded: DJ	KD
202/09/05	To receive the clerks report, Chairman’s report and councillors updates	
a.	No applications have been received for the co-option of a councillor. Notices will remain in place until the vacancy has been filled. Upon receipt of verified applications the clerk will include them on the following agenda.	KD
b.	Weeds in the snickets have been reported to ERYC – a response is awaited. If ERYC’s spraying buggy cannot access the snickets perhaps the parish gardener could weed and spray.	KD/GS
c.	The VAT return for 2022/23 has been received.	
d.	The dyke has been cleared by T Cook as previously agreed and quoted for.	

e.	Arrangements for a Remembrance Day wreath are in hand.	KD
f.	The flood wardens update has been circulated to all Councillors.	
g.	CLlr MC will confirm the exact number of bulbs and/or push on caps that are required for the festive lights in order to reduce the previous quote.	MC
h.	NALC PC2-23 Local Plan Consultation. Document shared with Councillors on 5.9.23 with no request for further discussion. The consultation closes on 18.10.223.	All Cllrs
i.	Burstwick PC's involvement with D Day 80 has been registered and a certificate of recognition and a logo has been received. Details have been passed onto the school to encourage their involvement.	
j.	Holderness Health Community Liaison Forum meet on Monday 25 th September at 4.30pm via Teams.	
k.	ERYC have replied in writing regarding the churchyard trees. Letter circulated 17.9.23.	
	Chairman's report / update	DJ
l.	The signage order will be put on hold until our new email address is up and running.	
m.	The BPWFCF have increased the smaller grants fund from £500 to £1,000. The main fund reopens on 1 st April 2024 until 31 st July 2024.	DJ
n.	CLlr DJ will organise ID badges for CLlr ZH, CLlr DG and the gardener.	
o.	The recent quiz night had fewer attendees but was a good night with a new winning team.	
	Vice Chair's report / update – not present	
	Councillors' updates:	
p.	CLlr PT advised the graffiti clean up he reported hasn't been successful. The clerk will follow this is up further and submit the latest photo.	KD
q.	CLlr DG advised Party in the Park will be held on 20 th July 2024 on the playing field. Beneficiaries will be Hull4 Heros and Burstwick Village Hall.	
2023/09/06	To note correspondence received	
	NALC/ERNLLCA 5.9.23 To request M.P. attendance at Energy Bill Meeting to support the debate. Humb' police 5.9.23 Mid Holderness Newsletter ERYC 12.9.23 Draft East riding Design code consultation ERYC .. Joint Local access forum meeting, Goole. ERYC .. Vacancies on East Riding Standards Committee NHS .. Governor elections	

2023/09/07	To consider planning applications received and note planning decisions	
a.	<p>Application 23/01205/PLF for the erection of two storey extension to side, change of use of land from agricultural use to garden and erection of timber fence (part retrospective) (Amended plans) at Millfield House, Hedon Road, Burstwick</p> <p>https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/23/01205/PLF.</p> <p>Decision: No objections Proposer: DJ Seconder: DG</p>	KD
b.	<p>NOD Application 23/10791/PLF for Erection of 2.0m high galvanised palisade fencing at front to form secure compound (retrospective) at MMB and Services Ltd, Main St, Burstwick. GRANTED – subject to Hawthorne hedging planted within the first planting season to protect the overall character of the street scene and provide screening of the fencing. NOTED.</p>	
c.	<p>NOD Application 22/03938/PLF for erection of two storey extension to side, single storey extension to rear and construction of dormer window to rear at 4 Sharp Avenue, Burstwick. GRANTED. NOTED.</p>	
d.	<p>NOD Application 22/02545/PLF Change of use and conversion from village shop and dwelling (C3) to dwelling (C3) only, including erection of two storey extension to rear following demolition of conservatory, construction of parapet up stand to existing single storey roof to front, side and rear and installation of two roof lanterns to existing rear extension at Burstwick Stores, Main Street, Burstwick. GRANTED. NOTED.</p>	
2023/09/08	To discuss road safety in the village and receive any updates on action taken	
	<p>Discussion: The S.I.D.is deferred in future projects for the time being. There has not been a survey since the last meeting. New volunteers that have expressed an interest require training. Surveys and promotions will be carried out during Road Safety Week.</p> <p>Speed watch signage will be requested from ERYC for the approach signs to the permitted survey areas.</p>	DJ KD
2023/09/09	To approve purchase of MUGA play area equipment from Playdale at £6363.50	
	<p>Discussion: Grant funding from BPWFCF of £4441.56 has been received plus commuted sums of £861.44. As agreed in April 2023 the BPC will cover the VAT involved as this can be re-claimed. The Clerk has asked if the Primary School could support improvement/maintenance costs for the play area which will be discussed at their autumn meeting. The quote from March 2023 has been held at £6,363.60. A deposit will be</p>	

	<p>required and the lead time is approximately 3 – 4 weeks from receipt of the order. Payment approved for the order to be confirmed this week.</p> <p>Proposer: DG Seconder: PT</p>	DJ
2023/09/10	To consider changing website to Netwise with a burstwickpc.gov.uk email address	
	<p>Discussion: GOV.UK for town and Parish councils will become a requirement at some point in the future. It looks more professional for local government business. Noted.</p> <p>The Chair has sourced Netwise which the finance and personnel committee viewed at their previous meeting. A premium package was compared to a premium plus package, which gives all councillors and two clerks an email address and a suggested parish domain name of burstwickpc.gov.uk with more flexibility and more storage at a cost of £440 per annum plus set up £699 = £1139.00 plus VAT. The migration over to Netwise was approved.</p> <p>Proposer: DJ Seconder: DG</p>	DJ KD
2023/09/11	To agree response to East Riding Design Code consultation (11.9.23 – 22.10.23)	
	<p>Discussion: Consultation circulated 12.09.2023. Councillors were encouraged to view www.eryc.link/designcode and complete the survey on www.eryc.link/designcodesurvey.</p>	All Cllrs
2023/09/12	To receive draft minutes of Finance meeting (10.9.23) and agree recommendations	
a.	<p>Discussion: Draft minutes circulated 14.9.23. Received.</p> <p>The finance committee will consider salary increases, inflation and parish income at their October meeting in preparation of the budget meeting in November. Councillors were asked to submit any items to the clerk in advance in consideration of the budget for the next year. Noted.</p> <p>Riparian ownership of the dyke will be checked as this could reduce our costs by 50%. Cllr DJ will view a copy of the Title Deed and verify.</p> <p>Future projects include: New metal fencing around the village hall and festive field, an additional bin in the play area, S.I.D equipment, external gym equipment. Fencing is priority due to the condition of the existing fence. Noted.</p> <p>The refurbishment and relocation of existing cemetery benches will save on new bench costs. New benches can be funded privately by families wishing to buy memorial benches. Noted.</p> <p>Continuation of Scribe subscriptions. Noted.</p>	KD All Cllrs DJ KD

b.	<p>The clerk will amend the minute numbers as required prior to publication.</p> <p>Recommendation: To purchase the premium plus package and migrate to a GOV.UK email address and new website with Netwise. APPROVED.</p> <p>Proposer: DG Secunder: PT</p>	<p>KD</p> <p>DJ</p>
2023/09/13	To elect one councillor onto the finance & personnel committee and a representative for ERNLLCA	
	<p>Discussion: Cllr ZH has expressed an interest in joining the finance and personnel committee. ZH was therefore elected in her absence.</p> <p>A councillor is required to act as representative to ERNLLCA for a mix of in person and online meetings. Deferred to the next meeting.</p> <p>Proposer: PT Secunder: DJ</p>	<p>KD</p> <p>KD</p>
2023/09/14	To consider and agree recommendations from cemetery committee	
	<p>Discussion: Amended Cemetery and Garden of Remembrance Regulations were circulated. It was agreed recommendations baring a cost to the council be itemised on the next agenda.</p> <p>Recommendations approved: Gradual and sensitive programme of topping up and levelling of graves. A good cut back and weed / spray at the bottom end of Church Lane to be kept on top of for accommodation of hearses at funerals.</p> <p>Recommendations for the next agenda: Consider an in-house or external check for unstable headstones. New signage at the gates. Reduction of spoil heap by 50% (small digger required) with a sympathetic barrier to avoid further overspill as encroaching onto ashes plots. Agree time and fee terms for memorial stakes in the garden of remembrance.</p>	<p>KD</p> <p>KD</p> <p>KD</p>
2023/09/15	To review Equality and Diversity policy	
	<p>Discussion: The previous 2021 version was circulated. It was agreed no amendments other than the review date was required.</p> <p>Proposer: DJ Secunder: DG</p>	KD
2023/09/16	To agree £80 + VAT for newsletter supplement page due to volume of content	

	<p>Discussion: The community newsletter is printed by Jaden Press and delivered by Browns at no cost to the council. The next edition has a lot of content to include warranting an additional page which will be chargeable. Payment approved.</p> <p>Proposer: MC Seconder: DG</p>	DJ																																																				
2023/09/17	To approve list of regular payments																																																					
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2023/09/18	To agree payment schedule for September 2023																																																					
	<p>Salary - K Dawson</p> <p>Salary - A James</p> <p>Salary - G Scarlett</p> <p>Total Salaries for 3 part time staff 1,298.20</p> <p>HMRC 181.93</p> <p>T Cook & Son - Dyke clearance 865.00 173.00 1,038.00</p> <p>Business Stream - Allotment water 203.24 203.24</p> <p>Credit card cleared from August 71.87 71.87</p> <p>Payroll - Glasik Kershaw Aug 40.00 8.00 48.00</p>																																																					

	<p>ERYC supplies - stationary 13.13 2.63 15.76</p> <p>Stamps 14.80 14.80</p> <p>Postage fee 2.89 2.89</p> <p>Gardeners Gloves 6.99 6.99</p> <p>Bank charges 11.67 11.67</p> <p>Village hall Hire (interview) 3.50 3.50</p> <p>Grasslands 200.00 40.00 240.00</p> <p style="text-align: right;"><u>3,136.85</u></p> <p>Income</p> <p>BMM Interest 67.93</p> <p>BMM Mugga grant 4,441.56</p> <p>Walt re-payment 171.58</p> <p>Everingham's BPC 23 115.00</p> <p>VAT return 2022-2023 2,790.92</p> <p style="text-align: right;"><u>7,586.99</u></p> <p>Discussion: Schedule approved up to 14th September, further payments will be expected by the month end.</p> <p>Proposer: PT Seconder: DG</p>	
2023/09/19	To approve bank reconciliation to 31.8.23	
	<p>Balance as per bank statement. 31st August 2023</p> <p>NS&I Investment Account 16,784.62</p> <p>HSBC Business Money Manager Account 10,024.33</p> <p>HSBC Community Account (CA) 4,746.31</p> <p>Credit Card</p> <p>Total 31,555.26</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 19,228.44</p> <p>Less payments to date 17,270.99</p>	

	<p>Closing balance per cash book <u>31,555.26</u></p> <p>Discussion: Reconciliation approved.</p> <p>Proposer: DG Secunder: MC</p>	
2023/09/20	To receive AGAR external auditors report and certificate 2022/23	
	<p>Discussion: The clerk submitted the completed AGAR on 29/06/2023. It was confirmed as received on 09/07/2023.</p> <p>The clerk received 3 queries on 12/09/2023 with a 7 day deadline to respond which was adhered to. The AGAR has not been returned for this meeting.</p> <p>The clerk advised Councillors that as the AGAR report and certificate has not been received for this meeting, it will not be ratified by the time the notice of conclusion is required to be advertised. This being the case, it will be noted in the external audit report and consequently the next years internal audit report. The clerk would like it noting that this is of no fault of her own. Noted.</p>	
2023/09/21	To approve co-option of Ms H Wardill onto the Village Hall Committee	
	<p>Discussion: Ms Wardill is a representative of the Cubs and Beavers group. Ms Wardill was co-opted onto the Village Hall Committee.</p> <p>Proposer: DG Secunder: PT</p>	AJ
2023/09/22	Items for next month's agenda	
	<p>S137 payment of Remembrance day wreath Consider adoption of Church Lane Cemetery committee recommendations To consider vexatious policy and co-option policy Letter head logo to represent BPC Elect representative to ERNLLCA Staff appraisals Fire doors for the village hall.</p> <p>The next meeting will be held on Tuesday 31st October 2023 at 7.30pm.</p> <p>Meeting closed at 20.46. End.</p>	KD