

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE VILLAGE HALL ON TUESDAY 31ST OCTOBER 2023

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

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

	Discussion and agreement	Action
2023/10/01	To note apologies for absence	
	Councillors: D James, M Cripsey and D Gelder tendered apologies. In the absence of the Chairman, Cllr A Brown chaired the meeting.	
2023/10/02	Councillors to disclose their interests in matters to be discussed	
	Cllr Brown – Allotments, village hall, cemetery and personal and finance. Cllr Gould – Cemetery and village Hall. Cllr Hovorka – Finance and personnel. Cllr Rainforth – Cemetery, finance and personnel. Cllr Tong – Allotments.	
2023/10/03	Members of the public, police & ward Councillors are invited to address the council	
a.	Ward Cllr Talbot (AT) advised she can't participate in planning application discussions as she is on ERYC planning committee. Noted.	
b.	AT will report back on a road safety project she is involved with, with Humberside Police Chief Superintendent Hussain when information is available.	
c.	AT will encourage police attendance at future parish council meetings. Graham Stuart M.P would like to hold surgeries in the village. AT and KD to liaise further.	
d.	AT will look into ownership of Church Lane at ERYC.	
e.	AT is in discussions with the owner of the petrol station/shop owner regarding Appleby Lane becoming one way or made safer for pedestrians which BPC support. AT will liaise further with ERYC.	
2023/10/04	To confirm the minutes of the meeting held on 19TH September 2023	
	The minutes circulated on 3.10.23 were confirmed as a true record and signed by the chair of the meeting. Proposed: PT Seconded: DR	
2023/10/05	To receive the clerks report, Chairman's report and councillors updates only	
a.	Flood wardens are doing a wet run and training session in preparation of the forth coming winter on Sunday 19 th November. An updated list of flood wardens, their rota and risk assessment has been received. Emergency plan updated accordingly. Invoice for the 2 x water pumps check received. A fallen tree in the drain was reported by PR which was removed in two days. Wardens are making regular inspections of the drains due to current conditions and water levels and are meeting this evening.	

Signature of the chairperson once the accuracy of the minutes has been confirmed

Date

b.	Mr B has been on the allotment site for 30 years. He is giving up his allotment 28b in March next year as it is now too much for him. His shed is weather proof and can stay. The council think it would be nice to commemorate his long service user certificate or similar as he has always kept an immaculate allotment.	
c.	Village Snickets and weeding. The clerk will ask the gardener to weed, spray and tend to all snickets in future. ERYC can still do whatever it is they do, whenever they do it, but we'll take the lead for village pride purposes. An improved site plan of ERYC spraying areas has been received. Woolham Hill to the school is a continuous problem and the owner of the land should be made aware.	
d.	Staff appraisals are due and will be reported back to the council in November.	
e.	Graffiti on the play area wall at Beech Close has been removed properly now.	
f.	There are no known rough sleepers in the area.	
g.	The Humberside Police & Crime Commissioners Safety Fund (Round 4) is now open unit 15 th November 2023. This includes measures to improve safety of outdoor public spaces inc. fencing (Festive Field).	
h.	Stopping restrictions at Burstwick Primary School regarding the existing advisory Keep Clear markings are being made mandatory (No Stopping Mon- Fri 8.30am – 9.30am and 3 – 4 pm).	
i.	The 50% deposit for the MUGA has been paid. Installation is expected week commencing 13 th November.	
j.	ERYC have suggested our request to secure land as future burial land is premature and advised we look at it again when we are 5 years from the existing cemetery reaching capacity. The clerk does not agree. Councilors suggested our Ward Councillor be asked to make enquiries at ERYC as the process is a lengthy one and it is up to us to decide when we wish to commence this.	
k.	The clerk has moved house and all personal post will be re-directed to my new address. The new occupants of my former address will be advised of my forwarding address in case BPC post is delivered there. I've spoken to the local postmen. To re-direct BPC post would have cost a lot of money. I have informed ERYC and our regular service users. Having the Clerks home address on council letterheads is not a legal requirement and is up to the clerk to decide if she wants it in the public domain. The cost of a P.O box could be considered.	
l.	The AGAR Notice of Conclusion has been on the notice boards and website throughout the month of October.	
m.	Paperwork for the Christmas Tree lighting permit has been sent off. Cllr DR was handed the risk assessment to complete, bulbs and new covers and a copy letter of requirements from ERYC.	
n.	All works have been completed to the dyke at the bottom of Festive Field.	
o.	Members of the Finance & Personnel committee suggested 19 th November. KD to check availability of Cllr DJ and the villagehall. The Clerks appraisal will be tagged on either end with DJ / AB.	

Initials of the chairperson:

<p>p.</p> <p>q.</p>	<p>ERYC cemeteries and Asset Management have noted the Section 215 handover of the churchyard to ERYC for maintenance appears to have not been fully concluded. York Diocese only have a few preliminary documents obtained from the church who have submitted much of their documentation for archiving following the closure of services. Does anyone know who dealt with the Section 215 at the time and who may have the paperwork.</p> <p>BPC had no objections to closure and passed responsibility over to ERYC according to minute 19/05/15. The Clerk has not come across a Section 215 in the paperwork.</p> <p>The noticeboard nearest the village hall needs a couple of tighter closures on it and arms to hold the doors open. The gardener or supplier of the noticeboard will be asked to action the necessary.</p> <p><u>Chairman’s report / update</u></p> <p>The chairs report was received in advance of the meeting: Distribution of the newsletter is scheduled for mid-November. Burstwick Christmas event/fair will be held on Sunday 26th November 2pm-6pm – everyone welcome. The Christmas tree light switch-on is timed for 6.30pm (subject to volunteers). Signage for Festive Field, Play Area and Church Lane has been received and will be installed this weekend. Purchased specific length screws to secure the noticeboard at the cenotaph as it was warped and loose. New website burstwickpc.gov.uk is now live, existing website will no longer be updated but remain available until all documents have been migrated across. Email migration has commenced with a number of councillors up and running. A guide/document for remaining councillors to migrate if they wish to, is being put together.</p> <p><u>Vice Chair’s report / update</u></p> <p>Flood wardens are to be thanked on behalf of the BPC for keeping an eye on the water levels during the recent and forthcoming wet weather. Their vigilant work to keep the village safe is greatly appreciated. The main allotment gate on Hariff Lane needs replacing – to be discussed at the finance meeting.</p> <p><u>Councillors’ updates:</u></p> <p>ZH – The owners of the Hare and Hounds are happy for the use of their premises if required in an emergency or at other times when we may need to host large meetings etc. DR – Has networked with another councillor from the Birmingham area who was impressed with our website. PT – The flood wardens are very active at present and in regular contact with each other and making regular inspections of the water levels. Burstwick drain goes into the Humber. There is a gate which is shut at high tide so water is not emptying from the drains for a few hours. A pump is present to by pass the gates if needed. The clerk is asking our insurers if the pumps are covered if stood out on site awaiting deployment or if cover is just during storage at the farm.</p>	
<p>2023/10/06</p>	<p>To note correspondence received</p>	
	<p>19.9.23 Holderness Health Community Liaison Forum 21.9.23 ERYC Devolution update webinar invite 3.10.23 Holderness Health Keyingham Surgery closure BPC Draft minutes – September meeting Humberside Police Newsletter ERYC Devolution Webinar</p>	

Initials of the chairperson:

	<p>ERNLLCA Newsletter</p> <p>ERYC Traffic Management School Stopping restrictions</p> <p>.. Safeguarding guidance</p> <p>Dogger Bank D Wind Farm – Introduction & Consultation</p> <p>5.10.23 ERNLLCA UKSPF funding Launch & District Committee Agenda (Available on the ERYC website / or contact Local Growth Team <i>localgrowth.eastriding.gov.uk</i> For further information on the Council’s delivery of the UKSPF and REPF at a local level please visit: https://www.eastriding.gov.uk/council/grants-and-funding/uk-shared-prosperity-fund/</p> <p>17.10.23 ERYC Transport Survey</p>	
2023/10/07	To consider planning applications received and note planning decisions	
a.	<p>Application 23/01878/PLF for the erection of a single story extension to form storage room and installation of 2 no. air conditioning units (amended plans and description) for Burstwick Service Station, Ellifoot Lane, Burstwick. https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/23/01878/PLF Decision: Approve – no objections.</p> <p>Proposer: DR Seconder: PT</p>	
b.	<p>Notice of Decision. App: 23/00860/PLF – Erection of dwelling with associated works and infrastructure following demolition of existing dwelling at New Bridge Lodge, Newbridge Road, Burstwick. REFUSED. Noted.</p>	
c.	<p>Notice of Decision 23/00354/PLF for change of use of the site and buildings to a school (Use Class F19(A)) including extension and alteration to the existing buildings, erection of a canopy structure, changing pod, construction of astroturf pitch, perimeter fencing and other associated works at Lincs Aquatics Ltd, Hedon Road, Burstwick. GRANTED. Noted.</p>	
2023/10/08	To discuss road safety in the village and receive any updates on action taken.	
	<p>Discussion: Feedback is awaited from residents about Appleby Lane once the newsletter has been distributed. Some residents have approved a one way system in conversation. The newsletter also promotes the local community speedwatch initiative, requirement for volunteers and upcoming road safety week. There has been no speed surveys since last meeting.</p> <p>Towards the end of November, allowing time for new volunteers to register interest in joining community speedwatch, a training event will be arranged.</p>	
2023/10/09	To receive allotment inspection report and agree actions	
	<p>Discussion: It appears the majority of allotments mentioned are mentioned at each inspection. A letter reminding them of their terms of agreement is to be sent with a request that the winter months gives them time to prep for the spring and / or a decision is made if they want to continue with their allotment next year. Similar will be placed on the noticeboard.</p> <p>It was agreed that the hedges need cutting back. The gardener will be asked to cut the inside hedge and the clerk will organise a roadside cut.</p> <p>Proposer: ZH Seconder: PT</p>	

Initials of the chairperson:

2023/10/10	To consider grant application from Burstwick Messy Breakfast for village advent fair craft activities	
	<p>Discussion: The grant application is for £41.53 towards the cost of purchasing craft items for the upcoming craft table at the Christmas event. The user group meets the requirements of this councils grant awarding policy which was reviewed January 2023. The grant policy gives the council the capacity to make up to three £50 grants per year. Application approved.</p> <p>Proposer: SG Seconder: DR</p>	
2023/10/11	To approve current sums assured / items included for insurance with Gallagher for 2024 cover	
	<p>Discussion: Councillors received a list of items and cover from the insurers. The values were approved and it was suggested the flag pole, beacon and four benches be added onto the insurance if not already covered in street furniture or outdoor equipment. If not already included figures for inclusion to be considered at the next meeting.</p> <p>Proposed: DR Seconded: SG</p>	
2023/10/12	To consider shared maintenance fees between joint riparian owners for the Festive Field dyke	
	<p>Discussion: As the property at the other side of the dyke has a 50% shared responsibility boundary to the dyke, it was considered fair to ask new owners to pay half towards the clearance of the dyke. The clerk will write to the acting estate agents advising them to liaise with their client, purchasers and conveyancing teams that there is a responsibility for joint riparian owners to pay for clearance costs in order to prevent the dyke from flooding the area. It was suggested riparian rights could reduce the cost to the parish council of clearing the dyke by 50%. A title plan has been purchased to confirm the boundary line with Sanara.</p> <p>Prior to the council considering shared maintenance fees, it is noted the council previously considered this in October 2020. In terms of cost, the most recent cost was £865+vat (£1,038) which the BPC paid.</p> <p>Proposed: DR Seconded: SG</p>	
2023/10/13	To RESOLVE in accordance with the powers of Section 137 of the L.G.A 1972, that the council incurs expenditure, which in the opinion of the council, is in the interests of its inhabitants and will benefit them in a manner commensurate with the expenditure: To purchase 1 wreath for the Remembrance Day Service at £28.00	
	<p>Discussion: The fee is less than quoted as there is not a parish insert / backing to the wreath. Therefore we will charged £20. Purchase approved. Remembrance Sunday is 12th November. Mr and Mrs Netherton have offered to prepare for a short independent service.</p> <p>Proposed: DR Seconded: PT</p>	
2023/10/14	To consider residents request via ERYC for a street light outside 23 and 25 back Lane Burstwick	

Initials of the chairperson:

	<p>Discussion: A resident has approached ERYC about a new street light. A light would cost the parish £1240.42 = VAT plus running costs of £54.41 per year. SLA for the year head is £2069.64.</p> <p>In 2019 the parish council received an enquiry regarding lighting in Back Lane, Sharp Avenue area. Further to this enquiry, the parish was included in the 2021-21 bulk lamp change/clean and electrical test. ERYC covered the cost of upgrading a further 6 lights to LED. The parish council agreed to budget for the remaining 7 lights to be changed to LED at an approximate cost of £1,600.</p> <p>The properties in question are closer to a street light than other properties on the same street. If a street light was to be considered for Back Lane, an audit of the street lights in the area should be taken as there may be a bigger need elsewhere.</p> <p>Alternative suggestions are for residents to install property lighting. Should the parish council be funding these of the ERYC? It was agreed the item be considered further by the finance committee.</p> <p>Proposer: ZH Secunder: DR</p>	
2023/10/15	To consider a topic for ERYC Overview and Scrutiny committee	
	<p>Discussion: Is there anything, as a parish you feel should be looked into / scrutinised. Anything that could be done better. The clerk suggested better communications, support and access for all clerks. Councillors suggested improved promotions as to what ERYC do and what they are responsible for and why ERYC is passing to much back onto parish councils to fund from their budgets.</p> <p>Proposer: PT Secunder: ZH</p>	
2023/10/16	To receive the Annual Governance & Accountability Return (AGAR) report and certificate for Burstwick Parish Council for year ending 31st March 2023 and note other matters raised	
	<p>Discussion: The external auditors report for 2022/23 confirms Sections 1 & 2 of the AGAR are in accordance with proper practices and no other matters have come to their attention giving cause for concern that the relevant legislation and regulatory requirements have not been met.</p> <p>The report does state the minute reference for Section 1 has been incorrectly recorded on the AGAR. As a smaller authority the council should ensure that correct dates are recorded on the AGAR in future.</p> <p>The notice of conclusion and AGAR has been displayed throughout October on both notice boards and the parish council website.</p> <p>The Clerk replied to queries raised to explain variances despite the response not being adequate in the opinion of the auditor. Councillors accepted the report and certificate and acknowledged other matters.</p> <p>Proposer: ZH Secunder: DR</p>	
2023/10/17	To consider items for forthcoming budget meeting and future projects	
	<p>Discussion: St light for Back Lane if Finance committee approve the request. Landscaping around the cenotaph. An adults gym. An allotment gate post (from allotment budget), Church Lane. The priority project is fencing around the village hall / festive field.</p>	
2023/10/18	To approve any training requirements for Play area inspections / Being a Good Councillor	

Initials of the chairperson:

	<p>Discussion: Play inspection training 12th Dec in Barton. One day course including: injuries occurring on playgrounds, legal responsibilities, inspection techniques and procedure. £105 + VAT. No takers.</p> <p>Being a Good Councillor 2-4 pm via zoom to be taken by Cllr ZH approved at £20 + VAT per session.</p> <p>Part 1 – 14th November Part 2 – 21st November Part 3 – 28th November</p> <p>Proposer: PT Secunder: SG</p>	
2023/10/19	To approve recommendations from Cemetery Committee	
	<p>Discussion: The Clerk circulated all documents prior to the meeting. The following was agreed:</p> <p>a. To update the cemetery regulations as circulated. b. Have an approved list of stonemasons. c. Price up a mini digger to remove spoil heap in cemetery. d. Target headstones with obvious movement for testing after sourcing a test price from the stonemasons and advising the grave owners.</p> <p>Proposer: PT Secunder: ZH</p>	
2023/10/20	To authorise village hall management committees purchase of fire doors	
	<p>Discussion: In accordance with the BVHMC terms of reference, the parish council must authorise expenditure of £3,216 including VAT for replacement fire doors. 90% of cost was covered by a grant from BPWFCE, with VH contributing 10% £321.60. Approved.</p> <p>Proposer: ZH Secunder: DR</p>	
2023/10/21	To consider a brown bin for village grass cuttings	
	<p>Discussion: ERYC do not supply brown bins to anyone other than private households. The former gardener used to use his own bin or re-cycling centre. It was suggested that cuttings be taken to the cemetery and a tidy/discreet compost heap is made from pallets.</p>	
2023/10/22	To agree to a £1,000 grant application to BPWFCE for Party in the Park 2024	
	<p>Discussion: The 2024 event will be the third community event. It was agreed an application is made to the BPWFCE.</p> <p>Proposer: SG Secunder: ZH</p>	
2023/10/23	To agree payment schedule for October 2023 and September 2023 bank reconciliation	
	<p>Discussion: Payment schedule for October was approved. The bank reconciliation for September was approved.</p>	

Initials of the chairperson:

Expenditure	Nett	VAT	Total
XL bulb covers	13.20	3.38	20.27
EROB book	128.00	25.60	153.60
Norton Subs	54.16	10.83	64.99
Signage -various	206.15	41.23	247.38
Bank charges	12.00		12.00
Gardeners exp - fuel	16.79	3.36	20.15
Gardeners exp - fuel	16.12	3.22	19.34
Playdale - deposit	2,651.50	530.30	3,181.80
Scribe - BPC	358.00	71.60	429.60
Scribe - BVHall	99.00	19.80	118.80
Village hall hire	10.50		10.50
Glasik Kershaw	40.00	8.00	48.00
PKF Littlejohn - AGAR	210.00	42.00	252.00
Total 3 part time salaries			1,286.60
Gardeners exp - fuel	25.08	5.02	30.10
HMRC - Month 7	218.73		218.73
Grasslands			240.00
Flood pump maint'	750.00	150.00	900.00
Netwise	1,249.00	249.80	1,498.80
Jadan press n/letter	80.00		80.00
			8,832.66
INCOME			
Everinghams inv 63		40.00	
Transfer fee - Medforth		75.00	
Precept 2nd payment		15,750.00	
		15,865.00	

Initials of the chairperson:

	<p>Balance as per bank statement.</p> <p>30th September 2023</p> <p>NS&I Investment Account 16,784.62</p> <p>HSBC Business Money Manager Account 30,283.82</p> <p>HSBC Community Account (CA) 5,274.59</p> <p>Credit Card</p> <p>Total 52,343.03</p> <p>Cash Book</p> <p>Opening balance 1/4/2023 29,597.81</p> <p>Receipts to date 42,565.43</p> <p>Less payments to date -19,820.21</p> <p>Closing balance per cash book 52,343.03</p> <p>Proposer: DR</p> <p>Seconder: ZH</p>	
2023/10/24	Items for next month's agenda - (Tuesday 28th November 2023 at 7.30pm)	
	<p>Parish Council logo</p> <p>Adoption of Church Lane</p> <p>Policies: Co-option policy, Complaints policy and procedure, social media policy, H&S policy</p> <p>Staff appraisals</p> <p>Budget / precept</p>	
	Meeting closed at: 21.30pm. End	

Initials of the chairperson: