

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE VILLAGE HALL ON TUESDAY 28<sup>th</sup> November 2023**

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

Public: 2 Press: 0 Police: 0 Ward Cllrs: 0 Clerk: Absent (Cllr DJ took the minutes)

	<b>Discussion and agreement</b>	<b>Action</b>
<b>2023/11/01</b>	<b>To note apologies for absence</b>	
	Cllr. Cripsey	
<b>2023/11/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	Cllr. A Brown – Village Hall, Finance & Personnel Cllr. D Gelder – Flood Warden Cllr. S Gould – Village Hall, Play Area Cllr. Z Hovorka – Allotments Cllr. D James – Village Hall, Finance & Personnel, Agenda Item: 15 (pecuniary) Cllr. D Rainforth – Finance & Personnel Cllr. P. Tong – Flood Warden	
<b>2023/11/03</b>	<b>Members of the public / Ward Councillors are invited to address the council</b>	
	A resident advised she has been contacted by a representative of the National Churches Trust requesting details of the last service held in Burstwick All Saints Church prior to closure. They enquired at the possibility of accessing the closed church to take some photographs. DJ to contact existing caretakers and forward details.  Another resident wished to make comments regarding Appleby Lane but was happy to wait until agenda item 8.	<b>DJ</b>
<b>2023/11/04</b>	<b>To confirm the minutes of the meeting held on 31<sup>st</sup> October 2023</b>	
	The minutes circulated on 14.11.23 were confirmed as a true record and will be signed by the chair at the next meeting.  Proposed: DR Seconded: PT	
<b>202/11/05</b>	<b>To receive the clerks report, Chairman’s report and councillors updates</b>	
	In the absence of the Clerk, the Chairman summarised the Clerks report:  1, Made preliminary enquiries with Hedon Town Council and ERNLLCA about any byelaws that may override the right of installation of utility poles in the parish.  2, Sent a letter of appreciation to Paul Rimmer and the flood warden team in recognition of the councils appreciation for all they do, often in poor weather conditions to protect the village from flooding. Residents maybe ought to be reminded on occasion of what they continue to do to prevent a repeat of the 2007 floods.  3, Liaised with Ward Cllr Talbot regarding the purchase requirements of the parish for burial land. Cllr Talbot will follow this up internally with ERYC due to their disappointing response so far.	

4, Received information confirming the ERYC community Governance Review has now concluded with final recommendations going for ERYC approval mid-November. BPC is not mentioned as there are no boundary changes or council member numbers changes.

5, Concluded that a P.O box for incoming post is too costly at £39.60 per month and will therefore include her home address on correspondence or use the Village Hall address if a new watertight letter box is sought.

6, Burstwick parish council still has one vacancy for co-option. Does this vacancy want pushing or shall we just continue to advertise it in the normal way.

7, Received notification that the MUGA repairs were delayed due to logistical vehicle issues at Playdale. Work has been re-scheduled for week commencing 27<sup>th</sup> November. DJ reported Playdale have encountered some issues with installation, details will be confirmed when known.

8, Has received the festive light permit from ERYC.

9, Has asked the gardener to attend to the notice board to add arms and tighten the lock / doors to make weatherproof.

10, Placed a tenancy agreement reminder notice in the allotment notice board and emailed some tenants to remind them of the terms of their tenancy. The gardener is on with hedge cutting and flailing work to the outer hedge has been completed.

11, Has sent ERYC documents held on our file relating to the closure of All Saint Church. The clerk does not intend investing too much time into this as the main documentation must be with ERYC or PCC. However, we do need the relevant papers for our files if any are missing.

12, Obtained the following clarification regarding the Beacon from our insurers:  
If the beacon will be a bonfire type, cover is subject to the Council providing their insurers with a copy of their risk assessment to approve at least 14 days prior to the event and the Public & Liability Clause 6080 Firework and bonfire condition Endorsement will apply. The bonfire site should be at least 75 metres away from property or vehicles which are not owned, hired or rented by the Council. If this is an issue, you will need to seek your insurer's approval before cover can be confirmed. This needs to be considered in advance of the D Day celebrations.

13, Received an email from the flood wardens advising they have applied to the Environment Agency for the potential installation of remote level monitoring equipment at Skeckling drain for the village side of the flood defences.

14, Asked ERYC for the tax base and precept calculator in order to finalise budget and precept calculations.

15, Been informed that the gardener has been called for Jury Service between 4 – 18 December. Arrangements will be made for the sit on mower to be collected prior to his absence.

#### **Chairman's report / update**

- Thanked Cllr. Brown for chairing previous meeting in his absence.
- Offered thanks to Cllrs. Cripsey and Rainforth for installing lights on the Christmas tree and confirmed further to the lighting ceremony on Sunday, the lights are now

	<p>on a timer.</p> <ul style="list-style-type: none"> <li>- Advised the Christmas Fair event was successful and well attended, with both private and community stallholders doing well. DJ extended thanks to Holderness Lions who visited with Santa, Burstwick WI and Burstwick Messy Breakfast for their support. Sincere thanks also extended to Burstwick Bakers for their bakes and those who donated items. Special mention to Cllr. Brown, Cllr. Hovorka, Trish Hopper and Andy James for their support.</li> <li>- Confirmed a fundraising amount of £452.10 was raised for the Village Hall.</li> <li>- Advised a fundraising quiz night is planned for Saturday 17<sup>th</sup> February 2024.</li> </ul> <p><b><u>Vice Chair's report / update</u></b> Nothing to report.</p> <p><b><u>Councillors' updates:</u></b> ZH – Has attended the last instalment of 'being a good councillor' and highly recommended other councillors both existing and new consider attending.</p>																
<b>2023/11/06</b>	<b>To note correspondence received</b>																
	<table border="0"> <tr> <td style="vertical-align: top;">7.11.23</td> <td style="vertical-align: top;">My Community Alert Humberside Police ERYC ERNLLCA ERYC My Community Alert</td> <td style="vertical-align: top;">Safeguarding Advice – Hollie Guide Newsletter Climate Action Plan Newsletter Anti Social Behaviour 6 month update Crime and Community Survey</td> </tr> <tr> <td style="vertical-align: top;">9.11.23</td> <td style="vertical-align: top;">SSE Renewables</td> <td style="vertical-align: top;">Dogger Bank D Update</td> </tr> <tr> <td style="vertical-align: top;">21.11.23</td> <td style="vertical-align: top;">ERYC</td> <td style="vertical-align: top;">Local Nature Recovery Strategy</td> </tr> <tr> <td style="vertical-align: top;">23.11.23</td> <td style="vertical-align: top;">ERYC Humberside Police</td> <td style="vertical-align: top;">Devolution Update Mid Year Report from Police &amp; Crime Commissioner</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Residents Letter*</td> <td style="vertical-align: top;">Street Lighting, Back Lane</td> </tr> </table> <p>*(At the last meeting it was agreed this matter was to be passed to the Finance Committee to discuss. The Clerks has since spoken to the residents and received an email).</p>	7.11.23	My Community Alert Humberside Police ERYC ERNLLCA ERYC My Community Alert	Safeguarding Advice – Hollie Guide Newsletter Climate Action Plan Newsletter Anti Social Behaviour 6 month update Crime and Community Survey	9.11.23	SSE Renewables	Dogger Bank D Update	21.11.23	ERYC	Local Nature Recovery Strategy	23.11.23	ERYC Humberside Police	Devolution Update Mid Year Report from Police & Crime Commissioner		Residents Letter*	Street Lighting, Back Lane	
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<b>2023/11/07</b>	<b>To consider planning applications received and note planning decisions</b>																
	<p>a. Application 23/02495/PLF for the erection of modular office building and change of use from domestic garden to Class E business use (retrospective) at Land north of Florida, Ellifoot Lane, Burstwick. Decision: Approve – no objections. Proposer: SG Seconder: DG</p> <p>b. Application 23/03085/PLF for Change of use from holiday let to residential (revised scheme of 22/02497/PLF) at Annexe, Whinhill Bungalow, Daisy Hill, Burstwick. Decision: Approve – no objections. Proposer: PT Seconder: ZH</p> <p>c. Application 23/03417/PLF for erection of a single storey extension to existing outbuilding (retrospective) at Elmtree Farmhouse, Pinfold Lane, Burstwick. Decision: Approve – no objections. Proposer: DG Seconder: ZH</p> <p>d. Notice of Decision Application 23/01205/PLF for erection of two storey extension to side, change of use</p>																

	of land from agricultural use to garden and erection of timber fence (part retrospective). GRANTED. Noted.	
<b>2023/11/08</b>	<b>To discuss road safety in the village and receive any updates on action taken.</b>	
	<p>Discussion: Due to the late circulation of the community newsletters which included information on the Appleby Lane Consultation, Cllr. James suggested deferring a review of social media comments to the January 2024 meeting. This will allow time to summarise any email communication or comments. A formal response will then be prepared to ERYC.</p> <p>Ahead of the parish meeting, the clerk advised Ward Cllr Talbot would like to know what BPC is in favour of. The clerk has suggested a site visit to discuss realistic options.</p> <p>Cllr. James opened discussion for a member of the public to comment. The resident who lives local to Appleby Lane felt a public footpath would not help the situation or is required due to the suspected low footfall along the lane. The resident advised visibility could be improved by maintaining the overgrown hedges.</p> <p>PT added a one-way system could potentially increase traffic speed.</p> <p>CSW: No updates although attending members agreed to try and arrange daytime speed surveys over the coming weeks.</p>	
<b>2023/11/09</b>	<b>To elect a council member on to the Village Hall Management Committee</b>	
	<p>Discussion: Due to the resignation of Cllr. Cripsey from the Village Hall Management Committee (VHMC), the PC requires an additional representative per terms of reference.</p> <p>Cllr. James nominated Cllr. Gelder who is currently elected to the village hall committee without voting rights. There were no other nominations.</p> <p>Decision: To elect Cllr. Gelder onto the VHMC as a parish council representative.</p> <p>Proposer: AB  Seconder: ZH</p>	
<b>2023/11/10</b>	<b>To consider the future purchase of the Village Hall</b>	
	<p>Discussion: The existing village hall lease expires 31<sup>st</sup> March 2027 (3 years, 4 months). The Village Hall Management Committee (VHMC) have a number of long-term improvement projects for the future sustainability of the village hall.</p> <p>Prior to the reorganisation of the ecclesiastical PCC parishes, due to be completed in the new year, the VHMC have enquired if the parish council would consider purchasing the village hall.</p> <p>If the parish council is open to this suggestion further enquiries and guidance would need to be made with the Diocese of York, Humber &amp; Wolds Rural Community Council, ACRE and ERNLLCA.</p> <p>The parish council supported this suggestion in principle. DJ to follow-up with the parish clerk.</p> <p>Proposer: DR  Seconder: SG</p>	<b>DJ</b>
<b>2023/11/11</b>	<b>To consider the design of a Burstwick Parish Council logo</b>	
	<p>Discussion: The Clerk has suggested a logo is designed for BPC correspondence and promotions to give the parish council its own identity. For example, the backing on the Remembrance Day wreath would clearly show it is from BPC. It could also be used on</p>	

	<p>all correspondence, posters, publications etc. Ideas could be sought from pupils, residents, Cllrs etc. possibly even a competition.</p> <p>DJ suggested it should be something that reflects our community and has a simple, modern but relevant theme. It was agreed to draft a social media post/poster and circulate to the comms committee, for suggestions during Q1.</p> <p>DR suggested the logo could include a reference/image of Burstwick All Saints.</p> <p>Proposed: AB Seconded: DG</p>	DJ/ Clerk
<b>2023/11/12</b>	<b>To authorise the village hall management committee to purchase replacement fencing for Burstwick Village Hall and Festive Field, subject to a successful PPC funding application</b>	
	<p>Discussion: As per terms of reference, the Village Hall Management Committee are seeking authorisation to purchase replacement fencing, subject to a successful Humberside PCC (Police &amp; Crime Commissioner) grant application. Cllr. James summarised project details.</p> <p>Total cost of project £18,347.40. 10% VH match funding £1,834.74. Grant £16,512.66.</p> <p><u>Festive Field</u> Bow top fencing including a kissing gate and 3.6m wide double gate at a cost of £7,084.60 plus VAT.</p> <p><u>Village Hall</u> V mesh fencing around the perimeter of the village hall excluding fence to the right of the steel container. Area 1 – Field section including 3m wide double gate Area 2 – Front WI Garden including push pad exit gate Area 3 – Car park area including replacement double gate and push pad exit gate Total cost of village hall fencing £8,204.90 plus VAT.</p> <p>Overall project cost £18,347.40 including VAT</p> <p>No objections noted.</p> <p>Proposed: DG Seconded: ZH</p>	
<b>2023/11/13</b>	<b>To discuss any updates for the adoption of Church Lane</b>	
	<p>Discussion: It was noted Ward Cllr Talbot advised at the last meeting that she would make some enquiries internally at ERYC on this subject.</p> <p>No updates to report.</p>	
<b>2023/11/14</b>	<b>To approve meeting dates for 2024 and review format of Annual Parish meeting</b>	
	<p>Discussion: The council has approved the following meeting dates for 2024.</p> <p>Tuesday 30<sup>th</sup> January Tuesday 27<sup>th</sup> February Tuesday 26<sup>th</sup> March Tuesday 30<sup>th</sup> April Annual Parish meeting followed by Burstwick Parish meeting* Tuesday 28<sup>th</sup> May Annual Meeting Tuesday 25<sup>th</sup> June Tuesday 30<sup>th</sup> July Tuesday 27<sup>th</sup> August Tuesday 24<sup>th</sup> September Tuesday 29<sup>th</sup> October Tuesday 26<sup>th</sup> November</p>	

	<p>The* APM is a residents meeting. An opportunity for the residents and local groups / organisations to showcase their activities / accounts if they so wish. The BPC would invite groups / organisations to attend, consider a guest speaker for a village 'subject of concern' and allow residents to raise any questions they may have. This can be a real community get together if done correctly. It will however require a meeting date of its own if enough groups wish to attend, rather being tagged on before the parish council meeting.</p> <p>No objections to the Clerk making enquiries as outlined.</p> <p>Clerk to email dates to Village Hall Clerk.</p> <p>Proposer: ZH Secunder: PT</p>	<p>Clerk</p> <p>Clerk</p>
<b>2023/11/15</b>	<b>To note NJC pay agreements for 2023-24 back dated to 1<sup>st</sup> April 2023 for all staff</b>	
	<p>Discussion: <a href="#">E0I-23   2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023</a> We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.</p> <p>The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.</p> <p>Employers are encouraged to implement this pay award as swiftly as possible. NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.</p> <p>£1 per hour pay increase from 1.4.23 for all staff, for all hours worked including the former gardener until he left and the new gardener from the date his employment commenced.</p> <p>DJ declared a pecuniary interest in relation to the Village Hall Clerk and did not take part in discussion or vote.</p> <p>Pay arrangements and back-pay values noted. No questions raised.</p> <p>Proposer: DG Secunder: AB</p>	
<b>2023/11/16</b>	<b>To receive recommendations from the Finance and Personnel committee</b>	
	<p>Unfortunately, the F&amp;P committee have been unable to meet. DJ to liaise with the Clerk and circulate meeting dates for consideration.</p> <p>Following the F&amp;P committee meeting, an extra-ordinary meeting will be required to review recommendations.</p>	<b>DJ</b>
<b>2023/11/17</b>	<b>To agree parish council operational budget for 2024/25</b>	
	Item deferred.	
<b>2023/11/18</b>	<b>To agree parish council precept for 2024/25</b>	
	Item deferred.	
<b>2023/11/19</b>	<b>To agree payment schedules for November and December 2023 and the October bank reconciliation</b>	

<u>Ref:</u>	<u>Expenditure</u>	<u>Nett</u>	<u>VAT</u>	<u>Total</u>	
104/23-24	Bank charges	8.00		8.00	
105/23-24	Messy Breakfast grant	41.53		41.53	paid
106/23-24	Payroll Glasik Kershaw	40.00	8.00	48.00	
107/23-24	Village Hall hire	7.00		7.00	
108/23-24	Bank charges	12.00		12.00	
109/23-24	Gardeners exp - fuel	16.79	3.36	20.15	
110/23-24	Clerks Salary				
111/23-24	V Hall Clerks salary				
112/23-24	Gardeners Salary				
113/23-24	Former Gardeners backpay				
	Total 4 part time salaries			1,977.15	
114/23-24	Grasslands	200.00	40.00	240.00	
115/23-24	HMRC	512.41			512.41
116/23-24	Cllr DJ- B &Q repairs	2.38		2.38	
117/23-24	Title register and plan	6.00		6.00	
118/23-24	RBL wreath	20.00		20.00	
119/23-24	ERNLLCA training Cllr ZH	20.00	4.00	24.00	
120/23-24	ERNLLCA training Cllr ZH	20.00	4.00	24.00	
121/23-24	ERYC supplies	31.40	6.28	37.68	
121/23-24	ERYC ID badges x 2	8.60	1.72	10.32	
122/23-24	02 mobile top up	25.00		25.00	
123/23-24	Gardeners expenses	23.76	5.35	32.11	
124/23-24	ERYC SLA St Lighting	2069.64	413.93	2483.57	
125/23-24	Flailmowing - Bucktons	92.00	18.4	110.40	Est
				<b><u>5641.70</u></b>	

**INCOME**

Gartons - Burial - Eldred	225.00
	<b><u>225.00</u></b>

Proposer: ZH  
 Seconder: AB

**Estimated expenditure for December (to be confirmed in January 2024)**

Payment schedule                      Dec-23  
for:

<u>Ref:</u>	<u>Method</u>	<u>Expenditure</u>	<u>Nett</u>	<u>VAT</u>	<u>Total</u>	
	BP	Bank charges			8.00	
		Insurance	2,000.00		2,000.00	est
	BP	Gardeners exp - fuel			30.00	Est
	SO	Clerks Salary				TBC
	SO	V Hall Clerks salary				TBC
	SO	Gardeners Salary				TBC

		Total 3 part time salaries			1,574.32	Est
BP		HMRC				TBC
DD		Payroll Glasik Kershaw	40.00	8.00	48.00	
DD		Busines Stream Water	100.00		152.31	
BP		Village hall Hire Finance	10.50		10.50	Est
BP		ERYC Commercial waste	27.00		27.00	Est
					<u>3,789.82</u>	<u>Est</u>

Proposer: DG

Seconder: PT

### October 2023 – Bank reconciliation

#### Balance as per bank statement.

31st October 2023

NS&I Investment Account

16,784.62

HSBC Business Money Manager Account

25,283.82

HSBC Community Account (CA)

3,378.31

Credit Card

Total

45,446.75

Plus unaccounted payments  
deposited cheques

Less any unpresented cheques

Net balance

-

Cash Book

Opening balance 1/4/2023

29,597.81

Receipts to date

42,680.43

Less payments to date

-26,831.49

Closing balance per cash book

45,446.75

No questions raised.

Proposer: AB

Seconder: ZH

**2023/11/20 To agree to purchase 10 hi viz vests for the flood warden team at approximate cost of £29.88**

Expenditure agreed under S137. The team are important for the safety of the residents.

Discussion: It was agreed to purchase 10 hi-viz vests at an approximate cost of £29.88.

**Clerk**

Proposer: DR

Seconder: ZH

**2023/11/21 To discuss and agree outcome of staff appraisals**

Item deferred.

**2023/11/22 To agree LTA insurance cover and renewal premium for 2024**

Discussion: Renewal premium not available for meeting.

It was agreed for the clerk to circulate details via email for approval, with follow-up confirmation in January 2024.

**Clerk**



	Proposer: ZH Secunder: AB	
<b>2023/11/23</b>	<b>Agenda items for the next meeting (Tuesday 30<sup>th</sup> January 2024 at 7.30pm)</b>  Staff appraisals, BPC Action Plan, Budget and Precept for 2024/25, Various policy updates.	
	<b>Meeting Closed: 20:19.</b>	