

BURSTWICK PARISH COUNCIL
MEETING HELD IN THE VILLAGE HALL ON TUESDAY 27th FEBRUARY 2024

Cllr. D James - Chairman	DJ
Cllr. A Brown – Vice Chairman	AB
Cllr. N Fairbank	NF
Cllr. D Gelder	DG
Cllr. S Gould	SG
Cllr. D Rainforth	DR
Cllr. P Tong	PT

Public: 0 Press: 0 Police: 0 Ward Cllrs: 0 Clerk: Kerri Dawson

The recording of meetings was addressed by the chair. Councillors were reminded to wear their ID badges at meetings and whenever they are representing the Burstwick Parish Council.

	Discussion and agreement	Action
2024/02/01	To note apologies and reason for absence	
	Cllr M. Cripsey Cllr Z. Hovorka An apologies policy will be brought to the council for approval at a future meeting.	KD
2024/02/02	To receive Declaration of Acceptance of Office and Declaration of Interests form from N. Fairbank.	
	Both documents were received and duly signed by the clerk. Documents will be uploaded onto the parish website and sent to Electoral Services. Cllr NF was welcomed back to the council who confirmed he had retained his former ID badge.	KD
2024/02/03	Councillors to disclose their interests in matters to be discussed	
	Cllr. A Brown – Allotments, cemetery and village hall Cllr. D Gelder - Play area and village hall Cllr. S Gould – Play area, cemetery and village hall Cllr. D James – Village hall Cllr. D Rainforth - Cemetery Cllr. P. Tong - Allotments	
2024/02/04	Members of the public / Ward Councillors are invited to address the council	
	No public or ward Councillors were present. Ward Cllrs Amanda Talbot and Samantha Whyte are holding a Burstwick street surgery on Saturday 2 nd March between 10-11am outside the Purple Fish.	
2024/02/05	To confirm the minutes of the meeting held on 30th January 2024	
	Draft minutes circulated and approved with one abstention. Proposed: AB Seconded: PT Outcome: Minutes to signed by the chairman at the end of the meeting.	KD DJ

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

Date

2024/02/07	To note correspondence received																																				
	<table border="1" data-bbox="328 208 1394 651"> <thead> <tr> <th data-bbox="328 208 480 280">Date circulated</th> <th data-bbox="480 208 748 280">From</th> <th data-bbox="748 208 1394 280">Item</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 280 480 315">31.1.24</td> <td data-bbox="480 280 748 315">ERYC</td> <td data-bbox="748 280 1394 315">Hull & E. Yorkshire Local Nature Recovery Strategy</td> </tr> <tr> <td data-bbox="328 315 480 351">6.2.24</td> <td data-bbox="480 315 748 351">ERYC</td> <td data-bbox="748 315 1394 351">Virtual Town and Parish Event</td> </tr> <tr> <td data-bbox="328 351 480 387"></td> <td data-bbox="480 351 748 387">Humberside Police</td> <td data-bbox="748 351 1394 387">Newsletter</td> </tr> <tr> <td data-bbox="328 387 480 423"></td> <td data-bbox="480 387 748 423">ERYC</td> <td data-bbox="748 387 1394 423">Enhanced bus partnership forum</td> </tr> <tr> <td data-bbox="328 423 480 459"></td> <td data-bbox="480 423 748 459">ERNLLCA</td> <td data-bbox="748 423 1394 459">Newsletter</td> </tr> <tr> <td data-bbox="328 459 480 495">8.2.24</td> <td data-bbox="480 459 748 495">BPC</td> <td data-bbox="748 459 1394 495">Draft minutes</td> </tr> <tr> <td data-bbox="328 495 480 530">10.2.24</td> <td data-bbox="480 495 748 530">ERNLLCA</td> <td data-bbox="748 495 1394 530">Playground Inspection Training</td> </tr> <tr> <td data-bbox="328 530 480 566"></td> <td data-bbox="480 530 748 566">ERYC</td> <td data-bbox="748 530 1394 566">East riding Budget Update</td> </tr> <tr> <td data-bbox="328 566 480 602"></td> <td data-bbox="480 566 748 602">ERYC</td> <td data-bbox="748 566 1394 602">Town & Parish Councillors Bulletin</td> </tr> <tr> <td data-bbox="328 602 480 638">15.2.24</td> <td data-bbox="480 602 748 638">ERYC</td> <td data-bbox="748 602 1394 638">Crime Prevention & Community Safety event</td> </tr> </tbody> </table>			Date circulated	From	Item	31.1.24	ERYC	Hull & E. Yorkshire Local Nature Recovery Strategy	6.2.24	ERYC	Virtual Town and Parish Event		Humberside Police	Newsletter		ERYC	Enhanced bus partnership forum		ERNLLCA	Newsletter	8.2.24	BPC	Draft minutes	10.2.24	ERNLLCA	Playground Inspection Training		ERYC	East riding Budget Update		ERYC	Town & Parish Councillors Bulletin	15.2.24	ERYC	Crime Prevention & Community Safety event	
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2024/02/08	To consider planning applications received and note planning decisions Town & Country planning Act 1990 s1 p8																																				
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24/00099/PLF	South Park Farm Piggeries, Daisy Hill, Burstwick	Erection of a general purpose agricultural building																																			
2024/02/09	To discuss road safety in the village and receive any updates on action taken.																																				
	<p data-bbox="328 1272 1402 1373">Discussion: With lighter nights approaching and better weather ahead, existing groups will commence community speed watch sessions. There are 4-5 new volunteers awaiting training.</p> <p data-bbox="328 1413 1235 1444">ERYC will contact the clerk in April regarding community speed watch signs.</p> <p data-bbox="328 1485 1394 1585">ERYC Traffic Management have asked for some 'site visit' dates for Appleby Lane. Councillors that have not confirmed their availability were asked to advise the clerk asap so an on-site meeting can be arranged.</p> <p data-bbox="328 1626 1390 1727">The Holderness Gazette has made contact regarding road safety due to much welcomed interest by Ward Cllrs AT and SW. A response has been sent from the Chairman regarding our long-term efforts to improve road safety.</p>			KD Cllrs KD																																	
2024/02/10	To agree allotment fees for 2025-26 and approve allotment competition for 2024																																				
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<p>2024/02/11</p>	<p>To note any update for a disposal site for nuclear waste in South Holderness</p>																																																												
	<p>Discussion: On 21.2.23 ERYC unanimously agreed to withdraw from talks with the South Holderness Geological Disposal Facility. NWS will now take the necessary steps to wind down the group. Councillors requested a letter be sent to ERYC stating they are disappointed that the above action has been taken as they do not feel it is a democratic process not to proceed and allow the residents to have their say by a referendum. They feel the idea was presented and then just taken away without the right to establish who was actually for or against the disposal facility.</p> <p>Outcome: The clerk will write to ERYC.</p>				<p>KD</p>																																																								
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Initials of the chairperson:

	Administration / Maintenance fee / Re-opening	£110.00	150
	Burial of a child under 18	No Charge	-
	Small Vase	£40.00	
	Small headstone	£70.00	
	Replacement or re-inscription	£35.00	
	Scattering of ashes / Administration	£25.00	50
	Double fees apply to above prices for non-residents.		
	Administration fees	£25.00	50.00
	Copy of an Exclusive Right of Burial Deed	£25.00	
	Transfer of Exclusive Right of Burial	£75.00	100.00
	Discussion: Fees were reviewed and will commence from 1 st April 2024.		
	Proposed: AB Seconded: DR Outcome: All in favour.		
2024/02/13	To approve current asset register		
	Discussion: Asset register circulated and approved.		
	Proposed: PT Seconded: DG Outcome: All in favour.		
2024/02/14	To update and approve the Parish Action Plan for 2024 – 25		
	Discussion: The parish action plan was circulated. Several items were updated or added. The Clerk will update the plan accordingly.		
	Proposed: AB Seconded: DR Outcome: All in favour.		
2024/02/15	To approve D Day 80 celebration fees		
	Discussion: Expected costs were circulated, discussed and approved. Miss Vintage Twist entertainment – £97 Bunting and flags 4 x 20m - £19.50/ea (inc. vat and 2 nd class postage) 80th Anniversary Flags x 2 – £9.59/ea + 1 st postage (flagpole and inside village hall).		
	Proposed: DJ Seconded: DG Outcome: All in favour		
2024/02/16	To approve revised emergency plan template		
	Discussion: Template circulated to councillors 15.2.24. Councillors that have not replied are asked to respond to the clerk asap. Once this template is in place the full plan will be brought to the table.		
	Proposed: AB Seconded: DG Outcome: All in favour.		

KD

KD

KD

DJ

CLLRS

Initials of the chairperson:

2024/02/17

To receive budget monitoring report to December 2023

Budget report to end of Q3 was handed out at the meeting.

	Payments					
	Q1	Q2	Q3	Q4	Actual	Budget
General Admin	1,603.26	1,486.05	2,940.01		6,029.32	5,905.00
Vages	3,231.63	2,674.94	3,889.56		9,796.13	16,708.00
Allocation Refund						
Allocations	81.41	203.24	152.31		436.96	650.00
Arbitration	113.97	240.00	256.00		609.97	500.00
Fuel	103.41	32.35	84.75		220.51	100.00
Village Maintenance	307.46	410.49	3,914.67		4,632.62	6,650.00
Play Area	769.95	400.00	3,351.50		4,521.45	5,100.00
Grass Projects	585.00	3,266.56			3,851.56	3,960.00
137	1,163.76	1,108.24	1,677.61		3,949.61	-
Grants	430.22		41.53		471.75	-
Bank Fees	44.14	67.86	28.00		140.00	-
VAT	378.62	1,117.75	1,716.63		3,213.00	-
	8,812.83	11,007.48	18,052.57		37,872.88	39,573.00
	Receipts					
Q1 (April - June)	17,151.92					
Q2 (July - September)	25,413.51					
Q3 (October - December)	594.55					
Q4 (January - March)						
	43,159.98					

Proposer: DR
 Seconder: DG
 Outcome: All in favour.

2024/02/18

To agree payment schedule for February 2024

Discussion: Schedule handed out at the meeting.

<u>Method</u>	<u>Expenditure</u>	<u>Nett</u>	<u>VAT</u>	<u>Total</u>
DR	Bank Charges	10.00		10.00
BP	Village Hall hire	14.00		14.00
BP	Play dale 50% MUGA	1135.50	227.10	1362.60
BP	HMRC Jan	210.92		210.92
SO	Clerks salary			
SO	Village clerk Hall salary Clerk			
SO	Gardeners Salary			
SO	Total staff salaries			1419.92
SO	Payroll Services	40.00	8.00	48.00
DD	Business Stream water	107.74		107.44
				<u>3172.88</u>

Proposer: DR
 Seconder: DG
 Outcome: All in favour.

KD

Initials of the chairperson:

2024/02/19	To receive bank reconciliation for January 2024																									
	<p>Balance as per bank statement at month ending Jan 2024</p> <table border="0"> <tr> <td>NS&I Investment Account</td> <td>16,784.62</td> </tr> <tr> <td>HSBC Business Money Manager Account</td> <td>10,384.77</td> </tr> <tr> <td>HSBC Community Account (CA)</td> <td>1,903.35</td> </tr> <tr> <td>Credit Card</td> <td></td> </tr> <tr> <td>Total</td> <td><u>29,072.74</u></td> </tr> <tr> <td>Plus unaccounted payments deposited cheques</td> <td></td> </tr> <tr> <td>Less any unrepresented cheques</td> <td></td> </tr> <tr> <td>Net balance</td> <td></td> </tr> <tr> <td>Cash Book Opening balance 01/04/2023</td> <td>29,597.81</td> </tr> <tr> <td>Receipts to date</td> <td>43,225.02</td> </tr> <tr> <td>Less payments to date</td> <td>-43,750.09</td> </tr> <tr> <td>Closing balance per cash book</td> <td><u>29,072.74</u></td> </tr> </table> <p>Proposer: AB Seconder: DR Outcome: All in favour.</p>	NS&I Investment Account	16,784.62	HSBC Business Money Manager Account	10,384.77	HSBC Community Account (CA)	1,903.35	Credit Card		Total	<u>29,072.74</u>	Plus unaccounted payments deposited cheques		Less any unrepresented cheques		Net balance		Cash Book Opening balance 01/04/2023	29,597.81	Receipts to date	43,225.02	Less payments to date	-43,750.09	Closing balance per cash book	<u>29,072.74</u>	
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2024/02/20	To approve clerks Internal Control training £30 with ERNLLCA																									
	<p>Proposer: PT Seconder: SG Outcome: All in favour</p>	KD																								
2024/02/21	To authorise the village hall management committee to proceed with roofing repairs																									
	<p>Discussion: As per terms of reference, the Village Hall Management Committee are seeking authorisation to proceed with roofing repairs, following extensive damage caused by adverse weather towards the end of December 2023. Cost of repairs £9,500. Cllr. James and Village Hall Clerk have been successful in the settlement of an insurance claim. As already communicated to and approved by the management committee, loss adjuster has authorised claim of £9,500 less £250 excess. Works will be carried out as soon as possible and subject to dry weather.</p> <p>Proposer: DR Seconder: PT Outcome: All in favour</p>	DJ																								
2024/02/22	Items for the next agenda – meeting date Tuesday 26th March 2024																									
	<p>Policy updates and inclusion of jury service on staff contracts.</p> <p>Meeting closed at 8.32pm. End.</p>	KD																								

Initials of the chairperson: