

**BURSTWICK PARISH COUNCIL**

**Draft minutes (until signed) of the meeting held on Tuesday 30<sup>th</sup> January 2024 in the Village Hall.**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. M Cripsey MC  
 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: KD

	<b>Discussion and agreement</b>	<b>Action</b>
<b>2024/01/01</b>	<b>To receive apologies with reasons for absence as per LGA 1972, 85 (1)</b>	
	Ward Cllr A Talbot	
<b>2024/01/02</b>	<b>To consider applications for co-option</b>	
	Two applications were received. A vote was taken with 3 votes for Mr Robinson, 4 votes for Mr Fairbank and 1 abstention. The clerk will contact both candidates to confirm the outcome of the vote. The required paperwork will be sent to the successful candidate to complete and return before taking their seat at the next meeting.	KD
<b>2024/01/03</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	Cllr. A Brown - None Cllr. M Cripsey - None Cllr. D Gelder – Flood warden Cllr. S Gould – Play area Cllr. Z Hovorka - None Cllr. D James – Play area and a pecuniary interest in item 14 re. the village hall clerk. Cllr. Cllr. D Rainforth – Finance committee Cllr. P. Tong – Flood warden	
<b>2024/01/04</b>	<b>Members of the public/Ward Councillors/Police are invited to address the council</b>	
	A resident enquired if the flood pumps had been used during the bad weather spell. Cllr PT advised that flood wardens had been very active of late though pumps were not deployed.  The resident spoke about their previous employment in a radio chemist lab and familiarity of substances used with reference to the proposed nuclear waste site in South Holderness.	
<b>2024/01/05</b>	<b>To confirm the minutes of the meetings held on 28.11.23 and EOM 7.1.2024</b>	
	The minutes of the meeting held on 28.11.23 were confirmed as a true record. Proposed: DR Seconded: PT Outcome: All in favour	KD

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

Date .....

	<p>The minutes of the Extra Ordinary Meeting held on 7.1.24 were confirmed as a true record.  Proposed: AB  Seconded: MC  Outcome: All in favour</p>	KD
<b>2024/01/06</b>	<b>To receive the clerks report and councillor updates</b>	
	<u>Clerks Report</u>	
a.	The precept demand has been submitted and acknowledged by ERYC.	
b.	Clerks have a new Parish Open Door Service available to them which has been launched to improve contact and communications between ERYC and T&P Councils.	
c.	Humberside Emergency Planning has a new format. The Burstwick plan needs updating by the clerk and circulating to councillors for further input.	KD
d.	Grasslands have confirmed the price for 18 cuts at the play area will remain at £100 + VAT per cut. Any additional work will be by negotiation.	
e.	The Hull & East Yorkshire Devolution consultation is open until 27 <sup>th</sup> February. Correspondence and details of webinars have been circulated. A recording of the most recent webinar is also available. All residents, businesses and other organisations are encouraged to read the proposal and give their feedback. Drops-In have been arranged and paper copies are available at libraries / customer service centres. Residents may seek advice from local councillors.	All Cllrs
f.	Section 137 will be increasing to £10.81	
g.	Notification of a road closure affecting the village has been circulated.	
h.	<u>Chairman's report / update</u> Councillors were reminded to transfer emails from the former bpc.co.uk account to the bpc.gov.uk account as the existing services will cease from July 2024.	All Cllrs
i.	A quiz night will be held in the village hall on Saturday 17 <sup>th</sup> February.	All
j.	The village hall clerk has secured funding to replace fencing around the hall and festive field from Humberside Police & Crime Commissioners Community Safety Fund to the value of £16,512. The village hall will pay 10% (£1833.44) with a potential £1,000 from a pending wind farm application.	
k.	<u>Vice Chair's report / update</u> There is a lot of dog foul around the village.	KD
l.	<u>Councillors' updates:</u> MC noted litter in and around the village especially the verges. The clerk will contact ERYC. Councillors were encouraged to arrange a community litter pick which have been successful in the past.	KD
m.	PT reported residential hedges overhanging public footpaths and requested a letter be sent to politely request they are cut back. PT will furnish the clerk with relevant addresses to contact.	PT / KD

Initials of the chairperson:

<b>2024/01/07</b>	<b>To note correspondence received and circulated to councillors</b>				
	Date	From	Item		
	4.12.23	Humberside Police	Newsletter		
		ERNLLCA	Newsletter		
	12.12.23	ERNLLCA	Newsletter		
	21.12.23	Police & Fire Service	Council Tax Survey		
	22.12.23	ERYC	Devolution		
	2.1.24	Humberside Police	Newsletter		
	4.1.24	ERYC	Flooding briefing		
		ERYC	Devolution Consultation		
	9.1.24	ERYC	Draft Sustainable Transport SPD update consultation		
	16.1.24	ERYC	Devolution Webinar		
		ERYC	Inward Investment Briefing		
		ERYC	Council Tax Support review		
	23.1.24	ERYC	Devolution Webinar recording		
<b>2024/01/08</b>	<b>To consider planning applications received / note planning decisions</b>				
a.	Planning Ref.	Location	Proposal	Decision	
	23/03085/PLF	Annexe, Whinhill Bungalow, Daisy Hill, Burstwick	Change of use from holiday let to residential (revised scheme of 22/02497/PLF	Granted	
b.	23/03417/PLF	Elmtree Farmhouse, Pinfold Lane, Burstwick	Erection of single storey extn to existing outbuilding (retrospective)	Granted	
	The above notice of decisions were both noted.				
<b>2024/01/09</b>	<b>To discuss road safety in the village and receive any updates on action taken and the response to ERYC re: Appleby Lane</b>				
	Discussion: Planned carriageway maintenance is scheduled for 20 <sup>th</sup> – 22 <sup>nd</sup> February. Details have been circulated and are included on social media channels.				
	There has been no interest to the request for volunteers post in the newsletter. There are a small number of volunteers who previously registered interest last year who require training which will be followed up. Any councillor that has completed training is encouraged to arrange a speed survey and are free to collect the equipment.				Cllrs
	Feedback has been sought from residents regarding increased footfall and pedestrian safety on Appleby Lane between Main Street and Ellifoot Lane. Options may include a one-way system to reduce traffic flow, a pedestrian crossing on Ellifoot Lane near the Garage and a pedestrian footpath subject to funding and the limited road width.				

Initials of the chairperson:

	<p>A number of comments have been received plus a detailed email from a former police officer.</p> <p>A resident present spoke about his own experiences and concerns in the area and left contact details for the clerk to keep in contact with him.</p> <p>The clerk will contact Highways at ERYC and request a site meeting / traffic survey is carried out with a view to look into how the existing layout can be improved to slow traffic down and keep pedestrians safe.</p> <p>Proposer: DG  Secunder: ZH  Outcome: All in favour.</p>	KD
<b>2024/01/10</b>	<b>To agree response to ERYC letter re: Council Tax Support Review Panel</b>	
	<p>Discussion: Letter from ERYC circulated and discussed with consideration of the cost of living and vulnerable / low paid people. It was suggested the existing scheme continues for another year and that in the current climate consideration be given to working people also needing support.</p> <p>Proposer: DR  Secunder: DG  Outcome: All in favour.</p>	KD
<b>2024/01/11</b>	<b>To consider additional quote from Playdale for MUGA play equipment</b>	
	<p>Discussion: Extra work was identified during repair works carried out by Playdale. The work is essential and therefore the £2,725 fee inclusive of VAT was approved.</p> <p>Proposer: PT  Secunder: DG  Outcome: All in favour.</p>	KD
<b>2024/01/12</b>	<b>To discuss consideration of a disposal site for nuclear waste in South Holderness</b>	
	<p>Discussion: DJ and KD attended the on-line meeting the day before the press release made on 25.1.24. The turn out of councillors and clerks was noticeably low.</p> <p>An open public drop-in session will be held in the village hall on Monday 12<sup>th</sup> February between 1.30pm and 6pm. Councillors are encouraged to attend related meetings and drop-ins and to keep up to speed on this topic as it progresses. The item will be included on future agendas.</p>	All Cllrs
<b>2024/01/13</b>	<b>To agree Clerks HR training via ERNLLCA at £20 + VAT</b>	
	<p>Discussion: Training approved.</p> <p>Proposer: AB  Secunder: DR  Outcome: All in favour.</p>	KD
<b>2024/01/14</b>	<b>To discuss outcome and any action of three staff appraisals</b>	
	<p>Discussion:</p> <p>The village hall clerks appraisal was discussed with many positive actions reported. The Finance and Personnel committee recommended a scale point increase from 9 to SCP 10 which equates to an annual increase of £91.52 gross per year. (.22p per hour x 8 hrs x 52). Cllr DJ declared an interest and did not vote.</p> <p>Proposer: AB  Secunder: SG  Outcome: All in favour with one abstention noted.</p>	KD

Initials of the chairperson:

	<p>The Parish Clerks appraisal was discussed and background work to CiLCA will commence soon and migration to Scribe for 2024/25 was noted plus training for the new website. The clerk identified that supporting papers were not being read in advance of meetings which questions the ability to make informed decisions.</p> <p>The parish gardeners first appraisal identified the disposal of grass cuttings issue, the amount of dog foul in the village and future snicket maintenance and festive field weed clearance prior to dyke clearance being added to his duties. Working hours to be monitored.</p>	
<b>2024/01/15</b>	<b>To consider donation/purchase request from flood wardens re: sensor</b>	
	<p>Discussion: It was suggested the environment Agency be encouraged to support the provision of a sensor. The sensor at Burstwick drain works well and aids safety of the wardens therefore the need for one at Skeckling drain is understood. A comprehensive detailed quotation will be required for an external funding application if the Environment Agency is not forthcoming. Our small budget only covers the servicing of the pumps.</p> <p>The clerk will liaise further with the flood warden and environment agency.</p>	KD
<b>2024/01/16</b>	<b>To agree letter to occupant of Sanara re: Shared riparian ownership of the dyke</b>	
	<p>Discussion: A draft letter similar to the one written to the estate agents was circulated and approved for sending to the new owners.</p> <p>Proposer: DR  Seconder: DG  Outcome: All in favour</p>	KD
<b>2024/01/17</b>	<b>To agree response re: Street light request on Back Lane</b>	
	<p>Discussion: PT presented a drawing and details of the lighting on Back Lane. The clerk will check historical minutes and look into which lights were previously replaced to LEDS's. The finance committee recommendation was to decline the request however the decision will be held until the matter is reviewed further.</p>	KD
<b>2024/01/18</b>	<b>To agree costs for community newsletter</b>	
	<p>Discussion: Jadan Press have held their price at £80 + VAT for 1,400 x A5 8pp colour booklets on 150gsm silk, duplex on short edge with two wite stitch. (2 x A4 folded). Delivery will remain free of charge by Browns.</p> <p>Proposer: AB  Seconder: ZH  Outcome: All in favour</p>	
<b>2024/01/19</b>	<b>To discuss D Day 80 arrangements – 6.6.24</b>	
	<p>Discussion: DG, AB, SG and ZH are the working group members. Entertainment by Miss Vintage is booked with a fish and chip supper to collaborate with National Fish &amp; Chip Day. Events costs will be confirmed at a future meeting.</p> <p>Volunteers are needed to prepare the beacon for lighting at 9.15pm - DR and DG will assist. MC will supply timber.</p>	DR DG MC
<b>2024/01/20</b>	<b>To agree pay arrangements during staff attendance at Jury Service</b>	
	<p>Discussion: It was suggested payment still be made for a 2 week period. Any longer would be subject to council approval. Guidance from ERNLLCA will be sought regarding a policy and staff contracts.</p>	KD

Initials of the chairperson:

2024/01/21	To agree payments schedule for January 24 and Bank reconciliation for Dec 2023						
	<u>Ref:</u>	<u>Method</u>	<u>Expenditure</u>	<u>Nett</u>	<u>VAT</u>	<u>Total</u>	
	136/23-24	BP	FG Adamson & Son	389.76	77.95	467.71	
	137/23-24	cc	Cartridge People	83.25	16.65	99.90	
	138/23-24	BP	Village Hall hire	3.50		3.50	
	139/23-24	BP	Play dale 50% MUGA	2651.50	530.30	3181.80	
	139a/23-24		Two payments made				
	140/23-24	BP	HMRC Jan	210.72		210.72	
	141/23-24	BP	Payroll Services	40.00	8.00	48.00	
	143/23-24	SO	Clerks salary				
	144/23-24	SO	Village Hall Clerk salary				
	145/23-24	SO	Gardeners Salary				
			Total staff salaries	1420.12		1420.12	
	146/23-24	DR	Bank Charges	8.00		8.00	
	147/23-24	BP	ERYC ID badge	4.30	0.86	5.16	
				4811.15	633.76	<u>5444.91</u>	
		<b>INCOME</b>					
			Mr Millard ROW	25.00			
			w Beadle repayment	40.04			
			BMM Interest	100.95			
				<u>165.99</u>			
		<b>Balance as per bank statement at month ending</b>	<b>Dec 2023</b>				
		NS&I Investment Account			16,784.62		
		HSBC Business Money Manager Account			13,384.77		
		HSBC Community Account (CA)			4715.62		
		Credit Card					
		Total			<u>34885.01</u>		
		Plus unaccounted payments deposited cheques					

Initials of the chairperson:

	<p>Less any unpresented cheques</p> <p>Net balance</p> <p>Cash Book</p> <p>Opening balance 01/04/2023</p> <p>Receipts to date</p> <p>Less payments to date</p> <p>Closing balance per cash book</p> <p>Proposer: ZH Seconder: DG Outcome: All in favour</p>	<p></p> <p></p> <p></p> <p>29,597.81</p> <p>43,159.98</p> <p>-37872.78</p> <p><u>34885.01</u></p>	
<b>2024/01/22</b>	<b>Items for next agenda (Tuesday 27<sup>th</sup> February 2024 at 7.30pm in the Village Hall)</b>		
	<p>Jury service</p> <p>D Day</p> <p>Meeting closed at 8.46pm End.</p>		

Initials of the chairperson: