

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE VILLAGE HALL ON TUESDAY 26<sup>th</sup> MARCH 2024**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. M Cripsey MC  
 Cllr. N Fairbank NF  
 Cllr. D Gelder DG  
 Cllr. S Gould SG  
 Cllr. Z Hovorka ZH

Public: 0 Press: 0 Police: 0 Ward Cllrs: Cllr Whyte Clerk: Kerri Dawson KD

The recordings of meetings and identity of Councillors at meetings or when on council business was addressed by the chair.

	<b>Discussion and agreement</b>	<b>Action</b>
<b>2024/03/01</b>	<b>To note apologies and reason for absence. If a member fails throughout 6 consecutive months to attend a meeting of the council or of its committees, they cease automatically to be a member of the council unless they have a statutory excuse or if their failure to attend and reason has been <u>approved by the local council LGA 1972 S88 (1) (2)</u></b>	
	Apologies tendered by: Cllr PT – Reason noted as approved by the clerk. Cllr DR – Reason noted as approved by the clerk.	KD
<b>2024/03/02</b>	<b>Councillors to disclose their interests in matters to be discussed Localism Act 2011</b>	
	Cllr. A Brown - Allotments Cllr. M Cripsey - None Cllr. N Fairbank - None Cllr. D Gelder - None Cllr. S Gould – Play area and cemetery Cllr. Z Hovorka - Allotments Cllr. D James – None	
<b>2024/03/03</b>	<b>Members of the public / Ward Councillors are invited to address the council – Public Bodies (admissions to Meetings) Act 1960.</b>	
	Ward Cllr Samantha Whyte was welcomed to the meeting with brief introductions made by all present. Cllr SW reported back on the street surgery she held in Burstwick where poor pavements around the village, road safety and the lack of railings outside the school were discussed. Cllr SW will attend the meeting between parish councillors and traffic management in April.	
<b>2024/03/04</b>	<b>To confirm and sign the minutes of the meeting held on 27<sup>th</sup> February 2024</b>	
	Draft minutes circulated 7.3.24 and agreed to be a true record.  Proposed: DG Seconded: AB Outcome: Agreed with all in favour and minutes signed by the chairman.	KD
<b>2024/03/05</b>	<b>To receive the clerks report, Chairman’s report and councillors updates</b>	
a.	<b><u>Clerks Report</u></b> Playdale have completed outstanding repairs to the MUGA. Their invoice will be paid to keep it in this year’s financial records.	KD
b.	The cemetery spoil heap still needs reducing and has been chased up for a price.	KD

c.	The clerk has given the gardener her cemetery shed key as his wasn't working. Cemetery benches to dry out in the shed to allow for bench refurbishment work.	
d.	A portrait of King Charles III has been ordered. Ref 28932.	
e.	All March payments including salaries have been paid early as the year end which falls over the Easter weekend has to reconcile.	
f.	A site meeting will be held on 9 <sup>th</sup> April with ERYC Traffic Management, Ward Cllr Whyte, the clerk and Cllrs AB and PT, regarding Appleby Lane.	AB PT KD
g.	Clerks notes from Ward Cllrs Whytes recent Street Surgery: The Surgery went well and was in a good location. Three residents expressed the following concerns: flooding, fly tipping and littering, speeding, heavy traffic and problem pavements. One mentioned an interest in becoming a flood warden. The Clerk added non biodegradable litter cleared from ditches and verges throughout the East Riding as an eyesore. Cllr SW is aware of the problems with HGV's passing through Burstwick and Preston and would like to look into a way to reduce the volume of HGV's. Mid Holderness Ward Councillors have split the parishes between them on a rotational basis and will attend meetings in turn. A ticket has been raised for railings outside the school. Funding is available due to HS2 for transport issues. Councillors encouraged to complete the recent survey as circulated.	
h.	The lead flood warden continues to discuss the need for flood sensors and will present further to the BPC when in a position to do.	
i.	The clerk reported how slow the Public Access Portal is for viewing planning applications on 29.2.24.	
j.	The clerk reported the school sign ref: RS591260949.	
k.	Councillors are encouraged to use the ERYC website to report local matters with their parish council hat on. This speeds up what is already a slow process. Cllrs do not have to wait for a parish meeting to report matters to the Clerk - matters can be actioned by a parish councillor direct and much sooner.	All Cllrs
l.	The Clerk has attended Internal Controls and the Essentials of Being a Good Employer trainings sessions. Some matters need to be addressed and will be put on a future agenda for discussion.	KD
m.	ERYC Street Lighting have confirmed the number of BPC Street lights and which are sodium or Led. Data passed onto Cllrs PT and DJ. The cost of a street light on Back Lane would now be £1310.97 + VAT plus running costs of £92.79 per year.	DJ PT
n.	The Clerk has made contact with ERYC re: the corner of Newbridge Road and has since updated the report as a Health and Safety concern. It has now gone to building control who will visit.	
o.	The Clerk contacted the owners of the former Nags Head site regarding the condition of the site. They in turn reported what looks like allotment waste being thrown over the fence to their site. Cllr PT and the gardener are looking into this matter. The hoardings will be attended to when the weather is consistently better.	PT

p.	Holderness Health Town and Parish Forums dates are: 8.7.24 and 7.10.25 at 4.30pm via Teams.																									
q.	Kingston Tools are willing to donate prizes to the allotment competition categories, as per last year's competition. Judging to be held mid June.																									
r.	Clerks will liaise for PAT testing to be carried out in May with the Village Hall Clerks equipment.	KD																								
s.	The South Holderness Working Group for the proposed GDF/NWS closed on 15 <sup>th</sup> March due to the withdrawal of ERYC. They thank all those that attended drop-ins and for our time in considering the proposal to evaluate the potential of a long term disposal site for the UK's nuclear waste. The clerk wrote to Ward Councillors expressing the BPC comments regarding lack of democracy involved when making their withdrawal which was also mentioned to the working group.																									
	<b><u>Chairman's report / update</u></b> The Burton Pidsea windfarm Fund has awarded £1,000 to Burstwick Party in the Park. A resident has reported dips in the pavement on Back Lane. Cllrs DJ and PT will assess further when assessing street lights in the area.	DJ PT																								
	<b><u>Vice Chair's report / update</u></b> Uneven and pitted pavements on Churchill Avenue are in a worse condition than Back Lane. To be added to the walkabout / reported as necessary.	KD																								
	<b><u>Councillors' updates:</u></b> Cllr MC is now in contact with Community Payback to discuss jobs suitable for the team after the Easter holidays. The clerk will request delivery and collection of green dump bags from ERYC, should verging works be carried out.  Cllr NF advised the entrance sign on Station Road cannot be seen due to flowering plants and weeds. This particular planter is not maintained by BPC but will be monitored. Cllr SG commented how unattended it appears.  Cllr DG mentioned dog fouling in the village. The clerk advised all Cllrs can and should report this direct to the dog warden department. Continuous reports will encourage more dog warden presence. The Clerk has a supply of fliers to be handed out displayed.	MC																								
	Cllr SG reported unfinished road works towards Daisy Hill / entrance to Richardsons.  Cllr SG advised the hole on the shed at the corner of Newbridge Road is getting bigger.	KD																								
<b>2024/03/06</b>	<b>To note correspondence received</b>																									
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<b>2024/03/07</b>	<b>To consider planning applications received and note planning decisions</b>	
a.	Application 23/01878/PLF. Withdrawal of application to erect a single storey extension to form storage room and installation of air conditioning units at Burstwick Service Station. Noted.	
b.	Application 24/00515/PLF for change of use of agricultural land to a dog field with the erection of building to house boarding kennels and runs, erection of a perimeter fence, creation of car parking area and associated drainage and hard surfacing at Bienvenu Stud Farm, Station Road, Burstwick.  Discussion: No objections. Proposer: DG Secunder: SG Outcome: All in favour.	KD
<b>2024/03/08</b>	<b>To discuss road safety in the village and receive any updates on action taken.</b>	
	Discussion: Councillors are asked to send a list of accidents and road safety issues to the clerk before the ERYC site visit on 9 <sup>th</sup> April. This information may be helpful coming direct from local councillors /residents who witness problems on a regular basis that aren't always reported. ie. Two HGV's passing near the school, vehicles mounting the kerb at the crossing as coming round to bend to fast to stop, Appleby Lane, a crossing near Nags Head and feeling unsafe on the main road.  Cllr DJ has reached out to volunteers who asked to join the Community Speed Watch team with one reply. There are just 4 active members and attempts to recruit new members are exhausted. Equipment may be returned to Safer Roads if the groups ceases to exist. Noted.	All Cllrs
<b>2024/03/09</b>	<b>To receive allotment inspection report and consider recommendations made</b>	
	Discussion: Allotment report circulated. The clerk is writing to all tenants with rent increase letters and will include comments from the inspection to relevant tenants.  Proposer: SG Secunder: DH Outcome: All in favour	KD
<b>2024/03/10</b>	<b>To confirm village improvements wish list and items for Village Task Force</b>	
	Discussion: Village Task Force email circulated. Observations noted for consideration: Lettering to the road sign on Hariff Lane needs replacing (as per 2023). Verges off the allotment site could do with a hard core surface. Could ERYC do this? Newbridge Rd mini roundabout road surface and white lining could be improved. 'Patrol' sign faded near the school (as per 2023). Bins need cleaning and a coat of paint. All ten foot's and alleys to be tended to with weeds etc cut back. Small scale potholes to be filled throughout the village. Graffiti on a fence opposite the Village Hall.  Proposer: DG Secunder: ZH Outcome: All in favour	KD
<b>2024/03/11</b>	<b>To consider local expenditure from the Local Transport Fund</b>	
	Discussion: BPC needs to respond as soon as possible and councillors are asked to respond to the survey as circulated, which was reiterated by Ward Cllr SW.	All Cllrs

	<p>Appleby Lane, school railings, more buses at the northern side of the village were suggested.</p> <p>Proposed: ZH          Seconded: DG          Outcome: All in favour.</p>																					
<b>2024/03/12</b>	<b>To agree format of Annual Parish Meeting 2024</b>																					
	<p>Discussion: Groups that have obtained financial funding are to be invited to attend the APM or to send in a statement of how the funding was spent and how it helped them.</p> <p>Proposed: DJ          Seconded: DG          Outcome: All in favour.</p>	KD																				
<b>2024/03/13</b>	<b>To review BPC Risk management document</b>																					
	<p>The current risk management document was circulated. Amendments were highlighted and addressed by the Clerk and Chair which councillors agreed with.</p> <p>Proposed: ZH          Seconded: AB          Outcome: All in favour</p>	KD																				
<b>2024/03/14</b>	<b>To review Internal Control policy</b>																					
	<p>The current policy was circulated. Amendments were highlighted and addressed by the clerk and Chair and agreed to.</p> <p>Proposed: ZH          Seconded: MC          Outcome: All in favour</p>	KD																				
<b>2024/03/15</b>	<b>To approve inclusion of Jury Service terms on staff contracts</b>																					
	<p>Discussion: It was agreed in January, minute 2024/01/20 that staff salaries continue to be paid for a 2 week period only. If jury service proceeds further than the two week period, council approval would be required for any further salary payments. An addendum to the three staff contracts was agreed.</p> <p>Proposer: ZH          Seconder: DG          Outcome: All in favour</p>	KD																				
<b>2024/03/16</b>	<b>To discuss Section 215 Part B (9ii) Churchyard Closure Application Form</b>																					
	<p>Discussion: ERYC have requested a copy of the above form. As far as BPC is concerned this was returned in 2019 and ERYC have therefore maintained the churchyard since then. ERYC claim they do not have this form. Cllr DJ will liaise with the former PCC clerk and enquire if they retained a copy. Noted.</p>	DJ																				
<b>2024/03/17</b>	<b>Financial Matters:</b>																					
<b>a.</b>	<p><b>To approve payment schedule for March 2023.</b></p> <p><b>March 2024 Payment Schedule</b></p> <table border="1"> <thead> <tr> <th>Payee</th> <th>nett</th> <th>vat</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Ernlca inv 1508</td> <td>20.00</td> <td>4.00</td> <td>24.00</td> </tr> <tr> <td>Ernlca inv1525</td> <td>20.00</td> <td>4.00</td> <td>24.00</td> </tr> <tr> <td>Worldwide flags</td> <td>19.96</td> <td>4.00</td> <td>23.96</td> </tr> <tr> <td>Flag &amp; Bunting Store</td> <td>65.00</td> <td>13.00</td> <td>78.00</td> </tr> </tbody> </table>	Payee	nett	vat	Total	Ernlca inv 1508	20.00	4.00	24.00	Ernlca inv1525	20.00	4.00	24.00	Worldwide flags	19.96	4.00	23.96	Flag & Bunting Store	65.00	13.00	78.00	
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Village Hall Hire	7.50		7.50
Credit Card			99.99
O2 top up clerks mobile	20.00		
Microsoft subs	66.66	13.33	
Burstwick W.I plaque	50.00		50.00
Bank fees	9.00		9.00
Eryc Grit bin Maint'	49.00	9.80	58.80
HMRC March	210.7		210.72
	2		
3 part time salaries	1420.		1420.12
	12		
BPC Clerk Salary			
V Hall Clerk salary			
Gardeners salary			
Postage	36.00		36.00
Buckton flailmowing	96.00	19.2	115.20
Playdale final 50%	1135.	227.10	1362.60
	50		
Payroll	40.00	8.00	48.00
	<u>3265.</u>	<u>302.43</u>	<b>3567.89</b>
	<u>46</u>		

INCOME

Bank Interest BMM **46.61**

Discussion: Payments approved with early payments acknowledged.

Proposer: ZH

Seconder: DG

Outcome: All in favour

b.

**To agree bank reconciliation for February 2024**

**Balance as per bank statement.**

**29th February 2024**

NS&I Investment Account 16,914.48

HSBC Business Money Manager Account 7,384.77

HSBC Community Account (CA) 2,142.77

Credit Card

Total **26,442.02**

Plus unaccounted payments

deposited cheques

Less any unrepresented cheques

**Cash Book**

Opening balance 1/4/2023

29,597.81

Receipts to date

43,354.88

72952.69

Less payments to date Q1

8,812.83

Less payments to date Q2

11,007.38

Less payments to date Q3

18,052.57

Less payments to date Q4

8,637.89

46,510.67

Closing balance per cash book

**26,442.02**

Discussion: Bank reconciliation agreed.

Proposer: DG

Seconder: SG

Outcome: All in favour

**2024/03/18 Items for next month's agenda / APM (30.4.2024)**

All Saints Church  
Year End accounts

KD

Meeting closed at 8.52Pm. End