

BURSTWICK PARISH COUNCIL

EXTRA ORDINARY MEETING HELD IN THE VILLAGE HALL ON WEDNESDAY 5TH JUNE 2024

Present: Cllr. D James DJ
 Cllr. A Brown AB
 Cllr. M Cripsey MC
 Cllr. D Gelder DG
 Cllr. S Gould SG
 Cllr. Z Hovorka ZH
 Cllr. D Rainforth DR

Public: 1 Clerk: Kerri Dawson

Cllr DJ opened the meeting. The recording of meetings, a clear show of hands when voting and Councillors wearing their ID badges were addressed.

	Discussion and agreement	Action
2024/06/01	Election of Chairman and signing of Declaration of Office	
	Councillor DJ nominated. No other nominations made. Proposer: ZH Secunder: DG Outcome: DJ unanimously elected as chairman who duly signed his Declaration of office and took his seat.	
2024/06/02	Election of Vice Chair and signing of Declaration of Office	
	Councillor AB nominated. No other nominations made. Proposer: SG Secunder: ZH Outcome: AB unanimously elected as vice chairman. As not present the Declaration of Office will be signed upon her arrival to the meeting. <i>The member of the public left the meeting.</i>	
2024/06/03	To note apologies and approve reason for absence	
	Apologies were tendered by Cllr PT and Cllr NF. Noted.	
2024/06/04	Councillors to disclose their interests in matters to be discussed	
	Cllr. A Brown - Cllr. M Cripsey - none Cllr. D Gelder - none Cllr. S Gould - none Cllr. Z Hovorka - Allotments Cllr. D James – none Cllr. Cllr. D Rainforth – Planning applications item 12 on the agenda	
2024/06/05	Members of the public are invited to address the council	
	None present.	
2024/06/06	To confirm the minutes of the APM and council meeting held on 30th April 2024	
	APM minutes from 30 th April 2024.	

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

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Date

	<p>Proposed: DG Seconded: ZH Outcome: Minutes confirmed as a true record and signed by the Chairman. BPC minutes from 30th April 2024.</p> <p>Proposed: DR Seconded: DG Outcome: Minutes confirmed as a true record and signed by the Chairman.</p> <p>Annual meeting minutes from 28th May 2024.</p> <p>Proposed: ZH Seconded: DG Outcome: Minutes confirmed as a true record and signed by the Chairman.</p>	<p>KD DJ</p> <p>KD DJ</p> <p>KD DJ</p>
2024/06/07	To review the Burstwick Parish Council terms of reference	
	<p>Committee Structure Terms of Reference 2024-25</p> <p>Introduction The parish council has the following committees:</p> <ul style="list-style-type: none"> • Allotments • Cemetery • Communications • Finance/personnel • Play area • Village Hall Management Committee <p>The committees are advisory and make recommendations to full council meetings where the decision is then taken by the parish council acting as the corporate body.</p> <p>The only exception is the Village Hall Management Committee which has delegated responsibility and decision making for the day to day running of the village hall. There is a separate term of reference for this committee.</p> <p>Terms of reference for individual committees</p> <p>Allotments</p> <ul style="list-style-type: none"> • 3 members • Conduct regular allotment inspections • Advise on allotment issues • To meet as and when required • Review tenancy agreement every two years • Make recommendations to full council <p>Cemetery</p> <ul style="list-style-type: none"> • 3 members • Conduct inspection twice a year • Advise on cemetery issues • To meet as and when required • Review cemetery regulations every two years • Make recommendations to full council <p>Communications</p> <ul style="list-style-type: none"> • 3 members • Lead on website updates and maintenance • Village newsletter 	

Initials of the chairperson

	<ul style="list-style-type: none"> • Press releases • Coordinate information on website and village noticeboards • Coordinate information / data for - community speed watch • Make recommendations to full council <p>Finance / Personnel</p> <ul style="list-style-type: none"> • 4 members (one not a bank signatory) • To conduct quarterly internal monitoring of transactions and report back to full council • To advise on budget setting / financial planning • To advise on recruitment, retention and training of staff and councillors • Conduct annual appraisal with clerk and report back to full council • Review staff wages once a year in October and make recommendation to full council • To review every two years councils employment policies and make recommendation to full council • To meet as and when required <p>Play Area</p> <ul style="list-style-type: none"> • 6 members (2 are non-councillors) • To conduct regular safety inspections • To help identify repairs needed to equipment • To help develop funding bids for new equipment when necessary • To meet when required • Make recommendations to full council <p>Village Hall Management Committee</p> <ul style="list-style-type: none"> • 4 members • To join with the other members of the committee made up of user groups from the hall • Delegated responsibility for the day to day running of the village hall • See separate terms of reference <p>Discussion: Terms of Reference reviewed with no amendments.</p> <p>Proposer: ZH Seconder: DR Outcome: Terms of Reference approved.</p>	<p>KD DJ</p>
<p>2024/06/08</p>	<p>Election of committee members , internal auditor and confirm bank signatories</p>	
	<p>Allotments Cllr. Tong Cllr. Brown Cllr. Hovorka</p> <p>Cemetery Cllr. Gould Cllr. Brown Cllr. Rainforth</p> <p>Communications Cllr. Brown Cllr. James Cllr. Hovorka</p> <p>Finance / Personnel Cllr. James</p>	

Initials of the chairperson

	<p>Cllr. Brown Cllr. Rainforth Cllr. Hovorka</p> <p>Play area – Cllr. James Cllr. Gelder Cllr. Gould Representation from the school and a parent will be sought. Cllr NF expressed an interest and will be a reserve.</p> <p>Village Hall management committee Cllr. Brown – Chair Cllr. Gelder Cllr. Gould Cllr. James</p> <p><i>Cllr AB arrives and confirmed acceptance of the above committee roles and election as Vice Chairman and duly signed the Declaration of Office.</i></p> <p>Appointment of internal auditor Mr R Dixon. Proposer: DR Seconder: ZH Outcome: Mr RD elected as internal auditor.</p> <p>Bank signatories: Cllrs: DJ, DR, SG and the clerk Proposer: ZH Seconder: AB Outcome: Signatories confirmed.</p>	<p>KD DJ</p>									
<p>2024/06/09</p>	<p>To appoint Councillor’s as representatives to outside bodies/external organisations</p>										
	<p>BPWFCF – Cllr. DJ (Cllrs. AB and ZH as reserve). ERYC Transport - Cllr. AB Holderness Health Forum – Cllr. AB with Cllr. ZH as reserve ERNLLCA – Cllr. DR with Cllr. ZH as reserve Neighbourhood Watch Co-Ordinator: Cllr. DJ</p> <p>Proposer: ZH Seconder: SG Outcome: Representatives confirmed.</p>	<p>KD</p>									
<p>2024/06/10</p>	<p>To review Burstwick Parish Council regular business and regular payments</p>										
	<p>Discussion:</p> <table border="1" data-bbox="343 1653 1385 2083"> <thead> <tr> <th data-bbox="343 1653 603 1727">Services</th> <th data-bbox="603 1653 1129 1727">Role of Parish Council</th> <th data-bbox="1129 1653 1385 1727">Who responsible</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 1727 603 1944">Allotments</td> <td data-bbox="603 1727 1129 1944">Maintain area Set / review rent in March Collect rent in April / May Conduct regular inspections</td> <td data-bbox="1129 1727 1385 1944">Allotments Committee Parish Council Gardener Clerk</td> </tr> <tr> <td data-bbox="343 1944 603 2083">Cemetery</td> <td data-bbox="603 1944 1129 2083">Maintain area Respectful administration of interments Set and review charges in Oct’ before Nov’ precept</td> <td data-bbox="1129 1944 1385 2083">Cemetery Committee Parish Council Gardener</td> </tr> </tbody> </table>	Services	Role of Parish Council	Who responsible	Allotments	Maintain area Set / review rent in March Collect rent in April / May Conduct regular inspections	Allotments Committee Parish Council Gardener Clerk	Cemetery	Maintain area Respectful administration of interments Set and review charges in Oct’ before Nov’ precept	Cemetery Committee Parish Council Gardener	
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Initials of the chairperson

	Conduct twice yearly inspection	Clerk
Defibrillators	To maintain and inspect regularly	Parish Council Cllrs: DJ & AB
Festive field	To maintain and use in community events To conduct twice yearly inspection Cut on a regular basis spring/summer	Parish Council Gardener
Neighbourhood watch	Parish Council lead, to share information with the community	Cllr. DJ Parish Council Alan Brown and Maureen Yates - ERYC
Newsletter	Quarterly village newsletter to provide information on forthcoming events, community groups and parish council news	Communications Committee Parish Council
Parish flower gardens and War Memorial	To maintain and plant as necessary	Gardener Parish Council
Play Area	To conduct regular safety inspections Repair and maintain equipment Purchase new equipment as required To ensure suitable insurance in place Arrange annual independent safety inspection Communicate with the school who use the facility during break times	Play Area Committee Parish Council Clerk
Streetlights	The parish council own 21 streetlights. They are located at Back Lane (6), Burnham Avenue (2), Church Lane (1), Path between Church Lane and Stathmore Avenue (1), Pinfold Lane (1), Raines Close (1), Sharp Avenue (3) and Station Road (6)	Parish Council
Website	Information about the parish council, its services, meeting agendas and minutes, audit information and contact details. Review and update regularly	Communications Committee Parish Council Clerk
Burstwick Village Hall	Parish council as a corporate body is the charity trustee for the hall and provides a prescription and medicine collection service for Holderness Health with provision of a warm space and book swap facility for residents.	Village hall committee Village Hall Clerk

Organisations we work with	Role of parish council	Who responsible
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Initials of the chairperson

Local residents	To support, inform, problem solve and provide community links via parish council meetings, website, noticeboard, newsletter and pop-ins	Councillors and clerk
Burstwick Primary School	Working together on specific projects	Clerk
Burstwick All Saints Church	Community links, working together on specific projects or community events. Church now closed.	Clerk to link with Keyingham with Burstwick PCC
Community organisations	Parish council has a small grants scheme that is open to local voluntary and community group Working together on specific projects or events	Parish Council Events Working group Clerk
Local businesses	To provide community links via newsletter	Parish Council Communications Committee
Police	For information and reports Regular police surgery before the parish council meeting subject to commitments. Working together on specific projects Community speed watch	Councillors Parish Council Clerk
East Riding Council <ul style="list-style-type: none"> • General • Plans • Funding • Highways • Flood Liaison 	To receive/act on information and vice versa To consider local planning issues To set the annual precept To apply for suitable grants To check roads, paths, verges, gullies, hedges etc. Attend meetings in County Hall, Beverley or remote meetings.	All Councillors Parish Council Parish Council All Councillors and Clerk All Councillors and Clerk Parish councillor
ERNLLCA	To access advice and guidance on parish council issues To use template model documents for key polices To access training for councillors and clerk	Clerk Chairman Parish Council

KD

Proposer: DG
Seconder: AB
Outcome: Slight amendments to Regular Business were approved as above.

List of regular payments

	Reason	Value	Frequency
SO	Clerk Salary	£	Monthly on 28 th
SO	Village Hall Clerk salary	£	Monthly on 28 th

Initials of the chairperson

SO	Gardeners Salary	£	Monthly on 28 th
SO	Glazik Kershaw payroll provider	£48.00	Monthly on 7 th
BP	HMRC	Variable	Monthly
DD	Credit card	Variable	Monthly on 5 th approx.
DD	Business Stream – allotments water	Variable	Quarterly on 27 th approx.
BP	Grasslands – grass cutting	£240.00	Monthly
DD	Bank Charges	Variable	Monthly on 4 th approx
BP	Village Hall Hire	£7.00	Monthly
DD BP	Netwise	£440	Per annum

Proposer: DR
 Seconder: MC
 Outcome: Regular payments as above approved.

KD

2024/06/11 To receive the clerks report, Chairman’s report and councillors updates

Clerks Report

- a. The parish council and village hall accounts are with the internal auditor and due back next week.
- b. Apologies received from the Play Inspection Co for charging for a full inspection when only part of it was carried out. The inspection will be completed on 12th June. KD to liaise with the school for access once a time is confirmed.
- c. There will be three presentations at the next meeting. 1, Lead village flood warden re. the flood sensor. 2, Daisy Hill Solar Farm representative. 3. Presentation for the Honorary Freedom of the Parish.
- d. D Day funding of £500 from ERYC has been granted and Commuted Sums of £861.44 for the MUGA repair work has been paid.
- e. Form B(ii) has been signed by the PCC secretary and returned to ERYC with a covering letter and a copy of the recent minutes confirming the Burstwick Parish Council do not wish to take on the maintenance responsibility of the churchyard and pass the responsibility to ERYC. Copy correspondence and minutes from 2019 were enclosed to confirm this had been actioned previously.
- f. The last known registered owner of the Old Forge Cottage, Newbridge Road has been written to after an ERYC inspection requesting they tend to any vegetation presently on site prior to further growth and made them aware of the hole in the building adjacent to the footpath.
- g. Cllr Tong has been in touch with TCV.org.uk / Humber forests regarding trees in the village and allotment site which subject to BPC approval can be 100% funded. Item to be discussed on the next agenda. Site meeting to be confirmed.
- h.

KD

KD

KD PT

All

Initials of the chairperson

	<p>Councillors are to delete the old BPC gmail address and use clerk@burstwickpc.gov.uk and should consider using the BPC email address assigned to them. This offers a more professional approach and should there be a report / investigation about any Cllr prevents your personal devices been used for evidence.</p>	<p>Cllrs</p>
i.	<p>The clerk will liaise further with ERYC St Lighting mid-June for any spare lights from their LED conversion programme.</p>	<p>KD</p>
j.	<p>The metal post box will be removed from the Asset Register.</p>	<p>KD</p>
k.	<p>The dog bag dispenser unit will be re-instated in the Festive Field.</p>	
l.	<p>BPC was unable to respond to two planning applications on the last agenda. One however, has had an application amendment thus extending it's response deadline and on this agenda.</p>	
m.	<p>The allotments will be judged mid June with a presentation at the July meeting.</p>	
n.	<p>The Model Finance regulations have been updated by NALC. The clerk will attend a meeting designed to simplify the changes made. Our version will be updated at a Finance meeting and then presented to full council for ratifying.</p>	<p>KD</p>
o.	<p>Response from ERYC Planning circulated 4.6.24 regarding accessing the planning portal with suggestions what to try and do to speed the process up.</p>	
p.	<p>Notice regarding a Road Closure on Appleby Lane has been circulated and will be placed on the notice boards. The clerk has asked if the children walking signs can be erected at the same time.</p> <p><u>Chairman's report / update</u> A fundraising quiz night is being held in the Village Hall on Saturday. All welcome.</p> <p><u>Vice Chair's report / update</u> Raffle tickets are for sale for the D Day 80 event in aid of the Army Benevolent fund.</p> <p>The tap at allotment no. 5 is broken and allotment paths need a trim.</p> <p><u>Councillors' updates:</u> To report back on any actions / activities since the last meeting. Cllr SG: To check on the gardeners annual leave so cover can be arranged for litter picking in the play area which over the school holidays should be a minimum of 2 – 3 picks per week. School holiday dates to be confirmed and passed onto the gardener. Cllr MC: Bus stop queries raised. To be placed on a future agenda. Cllr DG: A private overhanging hedge near the Methodist Chapel is to be reported direct or via ERYC website. Cllr DR: Complimented the gardeners display of planting which will be passed on. Cllr DR has still to see the volunteer who normally tends to the brick approach planter to enquire if they are still wishing to maintain it. Parish Cllrs have tended to it recently.</p>	<p>KD</p> <p>KD</p> <p>KD</p> <p>KD</p> <p>DR</p>
2024/06/12	<p>To consider planning applications received</p>	
	<p>Application 24/00909/PLF by Burstwick Golf Club for: Change of use of land for the siting of holiday lodges with the construction of associated road and infrastructure and a footpath link to the club house.</p> <p>Discussion: Cllr DR declared an interest and abstained from discussion and voting.</p>	

Initials of the chairperson

	There were no objections or comments, therefore the application was approved. Proposer: DG Seconder: AB	KD																																																								
2024/06/13	To discuss road safety in the village and receive any updates on action taken.																																																									
	Discussion: Community Speed Watch has 6 new members with active members thanked for their recent sessions in the village which have identified 6.6% and 8.6% driving above the speed limit in a 30 mph zone. Further training for a further three volunteers is in hand. There is concern for traffic speeds in the 40mph zone on Station Road which will be risk assessed and discussed with W. Goodwin. Police presence has been noted in the village recently for speeding.																																																									
2024/06/14	To discuss D-Day 80 arrangements , 6th June including risk assessment																																																									
	Discussion: The Chairman and clerk have liaised with the school regarding involvement with the days event. Risk assessment and notes handed to Cllrs. MC/DR to sign off at the event and return at the next meeting. Cllr DJ will oversee events in the Village Hall and arrange for the Festive Field gates to be unlocked. The clerk asked for photos of the event to be submitted which will accompany her funding report to ERYC. A street collection license has been granted. Collection boxes to be returned to the Clerk for completing the return papers and banking.	MC DR																																																								
2024/06/15	To approve notice to Quit is served on allotment 21B																																																									
	Discussion: Only non payer despite a reminder and a promise to pay. The tenant is always on the allotment inspection list to monitor as little work done. NTQ has been mentioned in recent correspondence. Cllr ZH has visited the plot and presented photos of the plots current condition. It was agreed to serve a notice to quit on the tenant. Proposer: ZH Seconder: AB	KD																																																								
2024/06/16	To agree payment schedule for May 2024																																																									
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	<table> <tr> <td>Balance as per bank statement at month ending</td> <td>April 2024</td> <td></td> </tr> <tr> <td>NS&I Investment Account</td> <td></td> <td>16,914.48</td> </tr> <tr> <td>HSBC Business Money Manager Account</td> <td></td> <td>16,750.00</td> </tr> <tr> <td>HSBC Community Account (CA)</td> <td></td> <td>5,462.12</td> </tr> <tr> <td>Credit Card</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>39,126.60</td> </tr> <tr> <td>Plus unaccounted payments deposited cheques</td> <td></td> <td></td> </tr> <tr> <td>Less any unrepresented cheques</td> <td></td> <td></td> </tr> <tr> <td>Cash Book</td> <td></td> <td></td> </tr> <tr> <td>Opening balance 01/04/2024</td> <td></td> <td>22,760.15</td> </tr> <tr> <td>Receipts to date</td> <td></td> <td>17,862.80</td> </tr> <tr> <td>Less payments to date :</td> <td></td> <td>1,496.35</td> </tr> <tr> <td>End of Q1</td> <td></td> <td></td> </tr> <tr> <td>End of Q2</td> <td></td> <td></td> </tr> <tr> <td>End of Q3</td> <td></td> <td></td> </tr> <tr> <td>End of Q4</td> <td></td> <td></td> </tr> <tr> <td>Closing balance per cash book</td> <td></td> <td><u>39,126.60</u></td> </tr> <tr> <td colspan="3">Proposer: AB</td> </tr> <tr> <td colspan="3">Seconder: ZH</td> </tr> <tr> <td colspan="3">Outcome: Bank reconciliation approved.</td> </tr> </table>	Balance as per bank statement at month ending	April 2024		NS&I Investment Account		16,914.48	HSBC Business Money Manager Account		16,750.00	HSBC Community Account (CA)		5,462.12	Credit Card			Total		39,126.60	Plus unaccounted payments deposited cheques			Less any unrepresented cheques			Cash Book			Opening balance 01/04/2024		22,760.15	Receipts to date		17,862.80	Less payments to date :		1,496.35	End of Q1			End of Q2			End of Q3			End of Q4			Closing balance per cash book		<u>39,126.60</u>	Proposer: AB			Seconder: ZH			Outcome: Bank reconciliation approved.																							
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2024/06/18	Items for the next agenda (meeting 25th June 2024)																																																																																	
	Receive Internal audit report and approve actions prior to submission to external audit Honorary Freedom of the Parish Presentation by P Rimmer – flood warden Presentation by Daisy Hill Solar Park Finance Regulations			KD																																																																														

Initials of the chairperson

	Village planting and 2 x rose bushes for cemetery.	
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	Meeting closed at 7.29pm. End.	
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Initials of the chairperson