

BURSTWICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 31st MAY 2018

Present: Cllr. D Rainforth – Chairman DR
Cllr. M Cripsey MC
Cllr. S Gould SG
Cllr. D James DJ
Cllr. M Smith MS
Cllr. S Whiting SW

Public: 6 and PCSO Bainton

Minute	Discussion and agreement	Action
18/05/01	Election of Chairman	
	Nominations were sought for the position of Chairman. Cllr. James nominated Cllr. Rainforth. No other nominations were put forward. The nomination was seconded by Cllr. Cripsey. All were in agreement and Cllr. Rainforth was duly elected as Chairman. Cllr. Rainforth signed the declaration of acceptance of office for the position of Chairman.	
18/05/02	Election of Vice Chairman	
	Nominations were sought for the position of Vice Chairman. Cllr. Gould nominated Cllr. James. There were no other nominations. The nomination was seconded by Cllr. Cripsey and all were in agreement. Cllr. James was duly elected as Vice Chairman.	
18/05/03	To note apologies for absence	
	Cllr. A Brown Cllr. N. Fairbank Cllr. N Smith	
18/05/04	Election of committees	
	Councillors were selected to sit on the committees as follows: Allotments: Cllr. Brown, Cllr. Gould, Cllr. Smith Cemetery: Cllr. Gould, Cllr. James, Cllr. Rainforth Communications: Cllr. Brown, Cllr. James, Cllr. Whiting Finance/personnel: Cllr. James, Cllr. Rainforth, Cllr. Whiting Play area: Cllr. Cripsey, Cllr. Fairbank, Cllr. Gould, Cllr. Whiting Village hall management committee: Cllr. Brown, Cllr. Cripsey, Cllr. Gould, Cllr. James Clerk to update committees list for 2018-19 and to upload new version to the website.	Clerk

18/05/05	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. D Rainforth – Chairman – none disclosed Cllr. M Cripsey – none disclosed Cllr. S Gould - none disclosed Cllr. D James - none disclosed Cllr. M Smith - none disclosed Cllr. S Whiting - none disclosed</p>	
18/05/06	To award the Honorary Freedom of the Parish to Mrs Margaret Armstrong	
	<p>Cllr. Rainforth presented a framed scroll to Mrs Margaret Armstrong in recognition for her 28 years' service on the parish council and to the community.</p> <p>Mrs Armstrong was very pleased to accept the award. She said the years have rushed by, but was most proud of the Millennium Group who successfully applied for Awards for All funding for the beacon and the celebrations that were held. She also paid tribute to her late husband Ian, who was the 'resident pyromaniac' and filled the beacon with wood and got it lit and was also the 'duty electrician' for the village Christmas lights.</p> <p>Photographs were taken and she received a loud round of applause.</p>	
18/05/07	Members of the public are invited to address the council	
	A resident noted that the grass in the play area is long and looks like it hasn't been cut in a while. Clerk stated that ERYC cut the grass on a three week cycle at the moment.	
18/05/08	To confirm the minutes of the Annual Parish Meeting held on 26th April 2018	
	<p>Signed as a correct record. Proposed: DJ Seconded: MS Outcome: All agreed</p>	
18/05/09	To confirm the minutes of the parish council meeting held on 26th April 2018	
	<p>Signed as a correct record. Proposed: MC Seconded: MS Outcome: All agreed</p>	
18/05/10	To receive the clerks report and councillors updates	
	<ul style="list-style-type: none"> • Clerk has submitted the Annual Return documents to the external auditor, public rights to scrutinise accounts run from Monday 4th June to Friday 13th July – documents will be available to view on the notice board and website • Clerk has applied to the Burton Pidsea Wind Farm Fund for £300.00 towards the costs of the gas burner for the beacon • The six loose headstones in the cemetery have been repaired, an inspection of the cemetery by the committee is due later this year • Tony Grassby has completed the work to lay a new concrete step at the cemetery gates 	

	<ul style="list-style-type: none"> • An order has been placed with ERYC for work to move the litter bin at the recreation area off Elm Avenue • Clerk has placed an order with Playdale Playgrounds Ltd for new benches and repairs at the village play area • Parish Council have been awarded a further £500.00 from the War Memorials Trust to recut and re-gild the lettering on the village War Memorial <p>Councillors updates:</p> <ul style="list-style-type: none"> • DJ reported that the recent quiz night raised £200 for the village hall and All Saints church • MC reported that there have been many positive responses to the new section of path at Woolam Hill. Parents would like to pass on their thanks to the parish council for a good job 	
18/05/11	To note correspondence received	
	<p>Police Report Crime data: 15/4/18 Firearms offence, Newbridge Road 22/4/18 Theft of stunt bike from rear of garden, Nettleton Garth 27/4/18 Theft of money with damage to cycle, Main Street</p> <p>ASB 22/4/18 Motorbikes on bridle path, Hariff Lane</p> <p>PCSO Bainton reported that there is a public forum planned for Monday 11th June 7pm-9pm at the Alexandria Hall in Hedon.</p> <p>PCSO Bainton also stated that there are now patrol teams based at Hedon Police Station.</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 13/18-19 Humberside Police crime data for April 14/18-19 ERYC Parish Transport Champions Re meeting on 8th May 15/18-19 ERYC GDPR Data Protection Officer Guidance for parish councils 16/18-19 Humberside Police Street Beat newsletter 17/18-19 ERNLLCA Newsletter for May</p>	
	<p>Letters received War Memorials Trust confirming grant offer</p>	
18/05/12	To consider planning applications received	
	<p>Planning applications: None</p>	
	<p>Planning Decisions to note: 18/00441/PLF Relocation of portable offices and erection of canopy to existing factory, Forkerleys Farm, Hedon Road Planning permission granted subject to conditions</p> <p>18/00769/PLF Single storey extension to rear following removal of existing conservatory/kitchen, 6 Trinity Close, Burstwick</p>	

	Planning permission granted subject to conditions	
	Appeal Decisions to note None	
18/05/13	To discuss and note regular business and action plan for 2018-19	
	<p>Clerk circulated the regular business document. This has been split into services the parish council provides and the organisations the council works with.</p> <p>There were no questions or comments.</p> <p>Clerk circulated the Action Plan for 2018-19.</p> <p>SW asked if the village still has its regular bus service, even though the 277 service has finished? The village still has the 75 and 77 service to Hull and Withernsea.</p> <p>Council to note regular business and action plan for 2018-19</p> <p>Clerk to upload this document on the parish council website.</p>	Clerk
18/05/14	To review the parish councils asset register	
	<p>Clerk circulated the asset register for consideration.</p> <p>There were no questions.</p> <p>Council to note values, the at cost value of assets is £99,798.18 (exc vat) and the insurance values of assets is £268,442.00</p> <p>Clerk confirmed that this document will be used for seeking insurance quotes later in year and its important it is kept up-to-date.</p>	
18/05/15	To review and adopt the parish council operational risk assessment for 2018-19	
	<p>The parish council must review its operational risk assessment each year. The risk assessment was circulated in the papers.</p> <p>DJ commented that under the website section, the dependence on one person needs to be amended from high to low risk as the clerk is now trained up to administer the website also.</p> <p>Parish Council to adopt operational risk assessment for 2018-19. Proposed: SW Seconded: MC Outcome: All agreed.</p>	
18/05/16	To agree GDPR consent forms and privacy notices for cemetery, councillors and staff	
	<p>The new regulations came into force on 25th May. The majority of allotment holders have already signed and returned their consent.</p> <p>Clerk has produced similar consent forms / privacy notices for the cemetery, councillors and staff. DJ suggested one amendment to include a print name after the signature on each form.</p> <p>Clerk to make this amendment.</p> <p>Council to approve forms Proposed: SW</p>	Clerk

	<p>Seconded: MS Outcome: All agreed</p>	
18/05/17	<p>To agree to purchase new filing cabinet (GDPR compliant) and office laminator</p> <p>The current cabinet is very old, does not lock and doesn't meet current safety standards.</p> <p>Clerk has provided two quotes to consider for Bisley 3 draw cabinet as follows:</p> <p>Bisley Direct £104.99 plus vat = £125.99 free delivery</p> <p>Office Furniture Online £131 plus vat = £157.20 free delivery</p> <p>It was proposed to purchase a filling cabinet from Bisley Direct for £104.99 plus vat</p> <p>Proposed: SG Seconded: MC Outcome: All agreed</p> <p>Clerk also asked council to consider purchasing a laminator. Clerk provided an example of cost as follows:</p> <p>Fellows A4 laminator £15.99 and 100pk of pouches £9.99 from Argos</p> <p>Proposed: MC Seconded: SW Outcome: All agreed</p> <p>Clerk to make purchased as outlined above</p>	Clerk
18/05/18	<p>To agree to pay annual Data Protection fee by direct debit</p> <p>The parish council are registered as data controllers with the Information Commissioners Office. The data protection fee is £40.00 or £35.00 if paying by direct debit</p> <p>Council to agree to pay this fee by direct debit</p> <p>Proposed: SW Seconded: MC Outcome: All agreed.</p> <p>Clerk to send signed form to Information Commissioners Office.</p>	Clerk
18/05/19	<p>To discuss a request to keep bees on the allotments</p> <p>Chairman asked council to consider opening up this discussion to the public.</p> <p>Proposed: SW Seconded: MS Outcome: all agreed</p> <p>A request has been made by Mr Reynolds from plot 42A & B. He stated that there is little wildlife down at the allotments and there are few bees or other insects that would help with pollination. He would like to do more to encourage the bees and would like to site one hive at the allotments. He has been on an introductory talk at the Beverley Beekeeping Association and if permission is granted will attend the 6 week training course.</p> <p>There are many things that the council would have to take into consideration before making a decision such as location, other allotment tenants, level of experience and support available.</p>	

	<p>The council proposed forming a working group made up of the allotment committee, Mr Reynolds and other allotment tenants to explore the options in more detail.</p> <p>Proposed: SW Seconded: MC Outcome: All agreed</p> <p>Clerk to form working group</p>	Clerk
18/05/20	To approve expenditure from events budget	
	This item will be discussed at the next meeting.	
18/05/21	To agree to proceed with further repair works to the War Memorial	
	<p>The council have been awarded £500.00 from the War Memorials Trust to part fund the costs of re-cutting and re-gilding lettering on the War Memorial.</p> <p>Council to agree to proceed with work as per quote from Everinghams:</p> <p>Recut/sharpen 94 letters @ £4.00 per letter £376.00 plus VAT Regild 719 letters @ £0.70 per letter £503.30 plus VAT</p> <p>Proposed: MC Seconded: SW Outcome: All agreed</p> <p>Grant contract to be signed by Chairman at the end of the meeting and clerk to arrange for Everinghams to sign the declaration and method statement. Clerk to ask Everinghams to write a letter to provide evidence that the lettering in the granite panels were originally gilded.</p>	Clerk
	<p>For agenda item 18/05/22 council agree to hold this discussion in camera due to the confidential nature of the business to be discussed.</p> <p>Proposed: MS Seconded: SW Outcome: All agreed</p>	
18/05/22	To note staff wage increases for 2018-19 as set out by NALC	
	<p>National Joint Council for Local Government Service has agreed a new two year pay scales for 2018-19 and 2019-20 (information to follow). Wages rises have been budgeted for.</p> <p>Clerk is on SCP 20 – hourly wage to increase from £10.10 to £10.30 from 1st April for 54 hours a month.</p> <p>Gardener is on SCP 12 – hourly wage to rise from £8.38 to £8.93.</p> <p>Council to agree to apply these wage rises as set out.</p> <p>Proposed: MS Seconded: MC Outcome: All agreed</p> <p>Clerk to inform payroll provider.</p>	Clerk

18/05/24	To agree payments in accordance with the budget																																															
	<p>Approve the schedule of payments for May as follows:</p> <p>Payments</p> <table data-bbox="272 253 1034 846"> <tr><td>WP Everinghams - repairs to headstones</td><td>916.80</td></tr> <tr><td>Clerks & Councils Direct - scroll</td><td>88.56</td></tr> <tr><td>SSP Direct - cemetery signs x 2</td><td>89.65</td></tr> <tr><td>Cllr. James reimburse for framing of scroll</td><td>40.00</td></tr> <tr><td>HMRC</td><td>17.60</td></tr> <tr><td>Staff salaries for May</td><td>769.04</td></tr> <tr><td>Clerks mileage - meeting in Beverley</td><td>18.00</td></tr> <tr><td>Clerks millage - bank on Holderness Rd</td><td>8.10</td></tr> <tr><td>W Beadle - gardeners wage</td><td>205.64</td></tr> <tr><td>Gardeners expenses – petrol</td><td>40.02</td></tr> <tr><td>Gardeners expenses – 2 stroke oil</td><td>4.92</td></tr> <tr><td>Payroll</td><td>44.40</td></tr> <tr><td>Credit card - stationary</td><td>4.75</td></tr> <tr><td>Credit card - stamps</td><td>27.84</td></tr> <tr><td>Credit card - Lock Doctor - key for filing cabinet</td><td>7.14</td></tr> <tr><td></td><td>2076.82</td></tr> </table> <p>Receipts</p> <table data-bbox="272 931 1034 1200"> <tr><td>VAT Return 2017-18</td><td>1646.32</td></tr> <tr><td>Cemetery fee</td><td>140.00</td></tr> <tr><td>Cemetery fees</td><td>90.00</td></tr> <tr><td>Headstone fee</td><td>60.00</td></tr> <tr><td>Wayleave payment Northern Powergrid</td><td>1.86</td></tr> <tr><td>Allotment rents</td><td>175.00</td></tr> <tr><td></td><td>2113.18</td></tr> </table> <p>Proposed: DJ Seconded: MC Outcome: All agreed</p>	WP Everinghams - repairs to headstones	916.80	Clerks & Councils Direct - scroll	88.56	SSP Direct - cemetery signs x 2	89.65	Cllr. James reimburse for framing of scroll	40.00	HMRC	17.60	Staff salaries for May	769.04	Clerks mileage - meeting in Beverley	18.00	Clerks millage - bank on Holderness Rd	8.10	W Beadle - gardeners wage	205.64	Gardeners expenses – petrol	40.02	Gardeners expenses – 2 stroke oil	4.92	Payroll	44.40	Credit card - stationary	4.75	Credit card - stamps	27.84	Credit card - Lock Doctor - key for filing cabinet	7.14		2076.82	VAT Return 2017-18	1646.32	Cemetery fee	140.00	Cemetery fees	90.00	Headstone fee	60.00	Wayleave payment Northern Powergrid	1.86	Allotment rents	175.00		2113.18	
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18/05/24	Items for next month's agenda																																															
	<ul style="list-style-type: none"> • Review and update Standing Orders • Review and update Financial Regulations • To consider quotes for a bench/table in the cemetery • To discuss litter bins in the village • To agree to apply for commuted sums funding to cover repairs to the trim trail at the play area • Set up emergency planning working group • Beacons of light celebration working group 																																															
	<p>Date of next meeting: Thursday 28th June at 7.30pm.</p>																																															
	<p>Meeting closed at: 20.53</p>																																															