

**ANNUAL MEETING OF BURSTWICK PARISH COUNCIL**  
**MEETING HELD IN THE SCHOOL ON THURSDAY 9<sup>th</sup> MAY 2019**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. M Cripsey MC  
 Cllr. N Fairbank NF  
 Cllr. S Gould SG  
 Cllr. D Rainforth DR  
 Cllr. P Tong PT  
 Cllr. S Whiting SW

Public: PC Whittacker

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>19/05/01</b>	<b>Election of Chairman</b>	
	Nominations were sought for the position of Chairman. Cllr. Brown nominated Cllr. James, this was seconded by Cllr. Gould. No other nominations were put forward. All were in agreement and Cllr. James was duly elected as Chairman.  Cllr. James signed the declaration of acceptance of office for the position of chairman.	
<b>19/05/02</b>	<b>Election of Vice Chairman</b>	
	Nominations were sought for the position of Vice Chairman. Cllr. Gould proposed Cllr. Brown, this was seconded by Cllr. Whiting. No other nominations were put forward. All were in agreement and Cllr. Brown was duly elected as Vice Chairman.	
<b>19/05/03</b>	<b>Election of committees</b>	
	Councillors were selected to sit on the committees as follows:  Allotments: Cllr. Brown. Cllr. Gould and Cllr. Tong  Cemetery: Cllr. Gould, Cllr. James and Cllr. Rainforth  Communications: Cllr. Brown, Cllr. James and Cllr. Whiting  Finance / personnel: Cllr. James, Cllr Rainforth and Cllr. Whiting  Play area: Cllr. Cripsey, Cllr. Fairbank, Cllr. Gould and Cllr. Whiting  Village hall: Cllr. Brown, Cllr. Cripsey, Cllr. Gould and Cllr. James  Clerk to update committees list and post on website.	<b>Clerk</b>
<b>19/05/04</b>	<b>To note apologies for absence</b>	
	All present.	

<b>19/05/05</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	<p><b>Pecuniary:</b> Non disclosed</p> <p><b>Non-pecuniary:</b> Cllr. A Brown – allotments, village hall Cllr. Cripsey – village hall Cllr. N Fairbank – none Cllr. S Gould – allotments, village hall Cllr. D James – village hall Cllr. D Rainforth – none Cllr. P Tong – allotments Cllr. S Whiting – none</p>	
<b>19/05/06</b>	<b>Members of the public are invited to address the council</b>	
	No members of the public present.	
<b>19/05/07</b>	<b>To confirm the minutes of the annual parish meeting held on 25<sup>th</sup> April 2019</b>	
	Signed as a correct record. Proposed: NF Seconded: AB Outcome: all agreed	
<b>19/05/08</b>	<b>To confirm the minutes of the parish council meeting held on 25<sup>th</sup> April 2019</b>	
	Signed as a correct record. Proposed: AB Seconded: NF Outcome: all agreed	
<b>19/05/09</b>	<b>To receive the clerks report and councillors updates</b>	
	<ul style="list-style-type: none"> <li>• Clerk has sent off VAT return, the money received forms part of this year's budget</li> <li>• Clerk has reviewed emergency kit stored at the village hall with the flood wardens Steve Moore and Paul Rimmer; they have also stored a small petrol pump in the metal shed at the hall; plan is to update the parish council emergency plan during May and June working in partnership with the flood wardens</li> <li>• Clerk has placed a notice on the vehicle gate regarding the asbestos that has been dumped at the allotments</li> <li>• Following the elections, there is one vacancy on the parish council, this can be filled by co-option, a poster will be displayed on the noticeboard</li> </ul> <p>Councillors</p> <ul style="list-style-type: none"> <li>• Cllr James reported that the bungalow on Station Road that is currently being re-modelled has planning permission, Thorngumbald Parish Council were consulted but not Burstwick Parish Council</li> <li>• Cllr. James reported that the Burton Pidsea Windfarm Fund will keep the community chest funding open all year for applications up to £500. The main fund will be open for a second round of applications between 1<sup>st</sup> July and 30<sup>th</sup> September</li> <li>• Cllr. Gould confirmed that she would be arranging a visit to the prison workshop to see what else they could build for the parish council, clerk to also attend</li> </ul>	

	<ul style="list-style-type: none"> <li>• Cllr. Whiting asked if there are any updates regarding the footbridge over Burstwick Drain, clerk has not received any information and will email ERYC for an update</li> <li>• Cllr. Whiting also noted flytipping of blinds in the ditch on Newbridge Road</li> </ul>	<b>Clerk</b>
<b>19/05/10</b>	<b>To note correspondence received</b>	
	<p><b>Police Report</b>  5/4/19 Theft of dolly tub full of flowers, Ellifoot Lane  7-9/4/19 Theft of caravan step, Hariff Lane  9/4/19 Residential burglary, Main Street  23/4/19 Commercial burglary, Main Street  23/4/19 Damage to outer pane of glass in door, Beech Close  24/4/19 Theft of metal water container, Main Street</p>	
	<p><b>Burstwick Parish Council emails</b>  <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i>  08/19-20 Humberside Police Crime data for April  09/19-20 ERNLLCA newsletter for April  10/19-20 ERNLLCA VE Day 75 8<sup>th</sup> May 2020  11/19-20 ERNLLCA member council development programme 2019-20</p>	
	<p><b>Letters received</b>  Via email 4<sup>th</sup> May from Burstwick Scout Group thanking the Parish Council for the grant towards camping stoves</p>	
<b>19/05/11</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b> 19/01386/PLF  Erection of two storey extension to side and single storey extension to rear, 2 Elm Tree Farm Road, Burstwick</p> <p>Council considered plans and there were no objections.</p> <p>Proposed: DR  Seconded: SW  Outcome: All agreed</p> <p>Clerk to log comments on ERYC public access system.</p>	<b>Clerk</b>
	<p><b>Planning Decisions to note:</b>  None</p>	
	<p><b>Appeal Decisions to note</b>  None</p>	
<b>19/05/12</b>	<b>To review regular business and action plan for 2019-20</b>	
	<p>Council reviewed and noted its regular business. There were no questions.</p> <p>Clerk talked the Council through the action plan for 2019-20. There were no questions.</p> <p>Council to agree action plan for 2019-20.  Proposed: AB  Seconded: SG  Outcome: All agreed</p> <p>Clerk to upload agreed action plan to council website.</p>	<b>Clerk</b>

<b>19/05/13</b>	<b>To review the parish councils asset register</b>	
	<p>Clerk circulated the asset register for consideration. There were no questions.</p> <p>Council to note current values; the cost value of assets held is £101,027.74 (exc vat) and the insurance value is £279,753.55.</p> <p>Clerk stated that this document is used for seeking insurance quotes later in the year and it's important to keep it up-to-date.</p>	
<b>19/05/14</b>	<b>To elect two councillors to represent this council at ERNLLCA district committee meetings</b>	
	<p>Cllr. Rainforth and Cllr. Tong were nominated. There were no other nominations.</p> <p>Proposed: SW Seconded: MC Outcome: All agreed</p> <p>Clerk to inform ERNLLCA</p>	<b>Clerk</b>
<b>19/05/15</b>	<b>To discuss request from All Saints Burstwick PCC that the parish council take over the maintenance of the churchyard as set out in section 215 of the Local Government Act 1972</b>	
	<p>The council took two decisions relation to this agenda item as follows.</p> <p>Council has been asked to complete part B (i) of the Application for representations to be made by the Ministry of Justice for an Oder in Council to discontinue burials in Church of England Churchyards.</p> <p>Section B4 asks if the Council has any objections to the closure of the burial ground, on the grounds given at B1 (there is no proper room for new graves).</p> <p>Council has no objections to the closure of All Saints Churchyard.</p> <p>Proposed: DR Seconded: SW Outcome: all agreed</p> <p>In terms of taking over the maintenance of the church yard, the council has considered the costs, has conducted a site visit and has spoken with the PCC and Churchwardens.</p> <p>The council does not have the resources, expertise or manpower to take on the churchyard.</p> <p>In the event that the Ministry of Justice approves the Order of Council to close the churchyard and the PCC formally asks the parish council to take over the maintenance, the council will be passing this responsibility over the East Riding of Yorkshire Council.</p> <p>Porposed: AB Seconded: SG Outcome: All agreed</p> <p>Clerk to return completed form with covering letter to PCC</p>	<b>Clerk</b>

19/05/16	<p><b>To consider the removal of 20mph signs to re-instate Safer Roads Humber speed enforcement</b></p>	
	<p>This was briefly discussed during the April parish council meeting. PC Whittacker who is based at Withernsea Police Station is involved in a local project on speeding. There are two elements to the project – education and enforcement. On the education side he is working with Burstwick Primary School who will be monitoring the speed of cars travelling through the village. However as the village has the advisory 20mph zone, Safer Roads Humber will not be able to do any enforcement.</p> <p>PC Whittacker fed back some answers to questions that were raised during the discussion at April's meeting.</p> <ul style="list-style-type: none"> <li>• In terms of frequency – if the vans were re-instated they would visit every 4-6 weeks.</li> <li>• Between November 2016-November 2017 the vans visited 14 times (period of 25 hours) and detected 102 offences</li> <li>• In response to why we can't have both – Safer Roads Humber said that there is a conflict of signage and they seemed to believe that the advisory 20mph was for the full length of Main Street.</li> </ul> <p>The Council were alarmed at this misunderstanding. The 20mph zone is only advisory for 2 hours a day, during term time covering approx. 250 metres of Main Street near the school. The speed enforcement would normally take place at the start of Main Street which is a considerable distance from the advisory 20mph.</p> <p>It was suggested to ask if ERYC could put the lines down to see if the village still has a problem to provide the facts to support a case to re-instate the vans.</p> <p>PC Whittacker said that special constables could be used to do enforcement during the project.</p> <p>In considering the request to remove the 20 mph zone to re-instate enforcement, it was proposed that the part time advisory 20mph zone stays and that a letter is sent to Safer Roads Humber expressing concerns about the misinterpretation of the part time advisory 20mph zone.</p> <p>Proposed: DR  Seconded: SW  Outcome: All agreed</p> <p>Clerk to send letter to Safer Roads Humber.</p>	Clerk
19/05/17	<p><b>To consider report from recent allotments inspection</b></p>	
	<p>Clerk circulated report put together by Cllr. Brown. The allotments were inspected on Saturday 20<sup>th</sup> April by the allotment committee members.</p> <p>The vast majority were well tended, however there were concerns about a number of plots. Clerk confirmed that two plots were due to be re-let shortly, leaving 5 plots to monitor.</p> <p>It was proposed to re-inspect these plots and bring back to June meeting.</p> <p>Proposed: SW  Seconded: MC  Outcome: All agreed</p>	

<b>19/05/18</b>	<b>To approve rent refund for allotment tenant</b>	
	<p>Clerk has received a request from the tenant of plot 22 for a refund. They recently transferred to plot 22 – however it's very overgrown and they have discovered mare's tail weed. They want to give the plot up and receive a refund.</p> <p>Clerk reported that this plot also has a greenhouse that is only half put up, is not secured to any base and is partly glazed. The allotments committee raised concerns about this and so has the parish gardener.</p> <p>Clerk has emailed the tenant requesting the green house is removed.</p> <p>Council to issue a refund of £16.00 on the basis that the greenhouse is removed by mid-June, the plot is then re-let at £8.00 due to its condition (50% reduction in rent).</p> <p>Proposed: DR  Seconded: SW  Outcome: 7 in favour and 1 against, decision carried.</p> <p>Clerk to inform the tenant of decision.</p>	<b>Clerk</b>
<b>19/05/19</b>	<b>To approve village hall accounts</b>	
	<p>There were a number of matters arising that the internal auditor identified and as Trustees the council should be aware of and take appropriate action to address.</p> <ol style="list-style-type: none"> <li>1. All payment invoices be consecutively numbered and entered into the cashbook chronologically throughout the year  Comment – Village Hall clerk has already started this from 1<sup>st</sup> April, Parish Clerk has set up new spreadsheets to help with this</li> <li>2. Recommended that all payments are approved by the Trustees and recorded in the minutes. Internal control is improved when mandated signatories endorse both the cheque counterfoils and payment invoice as part of the payment procedure  Comment – Village Hall clerk is aware of this requirement and is taking steps to improve this, also parish councillors as signatories should be aware of their duties and responsibilities in this area</li> <li>3. No risk assessment was submitted to audit and no evidence of review in the minutes  Comment – Parish Clerk includes the hall in the strategic operational risk assessment for the parish council. Clerk to share this with Village Hall Clerk and to include as future committee agenda item to put together hall risk assessment</li> <li>4. A cash receipt of £60.00 received on 23<sup>rd</sup> February, but was not recorded in the cashbook or banked. This should be entered into the cashbook and shown in the final accounts as cash in hand at 31<sup>st</sup> March  Comment – confirmation received that this was banked as part of a larger sum in March 2019</li> <li>5. Cleaner – not clear if any pension liabilities arise  Comment – cleaner is not employed, they are a self-employed contractor who submit monthly invoices for cleaning; village hall clerk to speak to cleaner about improving the quality of the invoices</li> </ol>	

	<p>6. No asset register submitted to audit Comment – Village Hall clerk is aware of this, need for an inventory was discussed at the last committee meeting</p> <p>7. The audit trail to underlying records will be improved if future records are maintained on a basis similar to those of the parish council Comment – Parish Clerk will be supporting the Village Hall clerk to improve record keeping this year</p> <p>8. In completing the Annual Return the council has certified that it has met its responsibility in this respect</p> <p>Conclusion - The Village Hall accounts appear to be reasonably maintained and no other matters arose from the audit that need be drawn to the attention of the council at this time. The accounts as presented are free of material error but it is important that all receipts and payments are properly recorded, income is banked promptly and bank reconciliation carried out regularly.</p> <p>The Hall Manager is recommend to set up and maintain accounting records that mirror those of the Parish Council.</p> <p>Council had no other questions or comments.</p> <p>To approve village hall accounts as presented.</p> <p>Proposed: SW Seconded: MC Outcome: All agreed</p> <p>Parish Clerk to meet with Village Hall Clerk to discuss improvements needed and submitting accounts to the Charity Commission website</p>	<b>Clerk</b>																																		
<b>19/05/20</b>	<b>To agree payments in accordance with the budget</b>																																			
	<p>Approve the schedule of payments for May as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Payments</b></td> </tr> <tr> <td>ERYC winter grit bin refill</td> <td style="text-align: right;">49.20</td> </tr> <tr> <td>Credit card</td> <td style="text-align: right;">45.58</td> </tr> <tr> <td>WHSmith - envelopes</td> <td style="text-align: right;">5.49</td> </tr> <tr> <td>Post Office - stamps allotment rent letters</td> <td style="text-align: right;">29.28</td> </tr> <tr> <td>Asda - ream of paper</td> <td style="text-align: right;">3.49</td> </tr> <tr> <td>Post Office - stamps</td> <td style="text-align: right;">7.32</td> </tr> <tr> <td>Staff salaries for May (SO 28/5)</td> <td style="text-align: right;">842.17</td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> </tr> <tr> <td>Mrs K Izatt - allotment rent refund</td> <td style="text-align: right;">16.00</td> </tr> <tr> <td>Cllr Cripsey - reimburse - hammerite for beacon</td> <td style="text-align: right;">13.85</td> </tr> <tr> <td>AJACS - Village hall audit of accounts 2018/19</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>1111.20</b></td> </tr> <tr> <td colspan="2"><b>Receipts</b></td> </tr> <tr> <td>Northern Powergrid - wayleave payment</td> <td style="text-align: right;">1.86</td> </tr> <tr> <td>Allotment rent</td> <td style="text-align: right;">233.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>234.86</b></td> </tr> </table>	<b>Payments</b>		ERYC winter grit bin refill	49.20	Credit card	45.58	WHSmith - envelopes	5.49	Post Office - stamps allotment rent letters	29.28	Asda - ream of paper	3.49	Post Office - stamps	7.32	Staff salaries for May (SO 28/5)	842.17	Glazik Kershaw - payroll provider	44.40	Mrs K Izatt - allotment rent refund	16.00	Cllr Cripsey - reimburse - hammerite for beacon	13.85	AJACS - Village hall audit of accounts 2018/19	100.00		<b>1111.20</b>	<b>Receipts</b>		Northern Powergrid - wayleave payment	1.86	Allotment rent	233.00		<b>234.86</b>	
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	Proposed: AB Seconded: DR Outcome: All agreed	
<b>19/05/21</b>	<b>Items for next month's agenda</b>	
	Litter bin for Churchill Rise/Avenue area Allotments Risk assessment review and update	
	<b>Date of next meeting</b> Thursday 27 <sup>th</sup> June, 7.30pm	
	<b>Meeting closed at: 21.25</b>	