

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 24th OCTOBER 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. Whiting SW

Public: 4

Minute	Discussion and agreement	Action
19/10/01	To note apologies for absence Cllr. Waddingham	
19/10/02	Councillors to disclose their interests in matters to be discussed Pecuniary: Cllr. D James – for agenda item 17 Non-pecuniary: Cllr. A Brown – allotments / Church Lane / Village Hall Cllr. M Cripsey – Village Hall Cllr. N Fairbank – none disclosed Cllr. S Gould – allotments / Village Hall Cllr. D James – Village Hall Cllr. D Rainforth – none disclosed Cllr. P Tong – allotments Cllr. S Whiting – none disclosed	
19/10/03	Members of the public are invited to address the council A resident asked if the hole near the chapel on Back Lane had been filled in. Cllr. James confirmed it had been reported to ERYC and the hole had been filled in very quickly after.	
19/10/04	To confirm the minutes of the meeting held on 26th September 2019 Signed as a correct record. Proposed: AB Seconded: NF Outcome: All agreed	
19/10/05	To receive the clerks report and councillors updates Update on previous decisions and action taken: <ul style="list-style-type: none"> • A new litter bin is now in place at the corner of Strathmore Avenue and Churchill Avenue. 	

- The parish council's new noticeboard was installed on Tuesday 15th October and will help to improve communication to residents in that side of the village, notices will no longer be placed in the shop.
- Four letters were emailed to allotment holders on 1st October, as of 15th October the Clerk had received no acknowledgement or response from any of them. Paper copies were hand delivered on the 15th October with a request to acknowledge receipt. Clerk has now had one response.
- New challenging equipment has been installed at the play area, this investment will help sustain the play area for the future. The play area will continue to be monitored regularly and new equipment installed when needed.
- An order was placed for new dog poo bag dispenser and bags for Festive Field, this has arrived and will make arrangements to get it fitted.
- Community Payback team has stained / preserved the fence at Festive Field.
- Clerk has submitted the parish council accounts for 2019-20 for the interim 6 month internal audit, the report has been circulated to all councillors for their consideration. It concludes

On the basis of the work carried out I remain satisfied that the accounts and records of the Council continue to be well maintained. There are no other matters arising from audit and there are no areas of concern to which the attention of the council need be drawn at this time. I shall prepare a further report when completing the council's annual audit next year. I should be grateful if you will let me know as soon as your records are available after the year end so that the exercise can be completed as soon as practicable.

Councillors updates:

- Councillors reported weeds growing along both cut through paths, Cllr. James suggested this should be logged on line with ERYC.
- Cllr. Brown reported that there had been another fire on Festive Field and it has damaged the grass, can the Scouts put something underneath to protect the grass? Cllr. James will speak to Tim Parsons about this.
- Cllr. James gave an update on the footbridge across Burstwick Drain, according to ERYC's Robert Kirby a contractor has been approved and will start work at the beginning of November, weather permitting and it will take a week to complete.
- Cllr. James thanked everyone who attended and/ or donated food for the quiz night; £350 was raised and will be split equally between the Village Hall and All Saints Church.
- Cllr. James thanked Cllr. Gould for checking the play area over the summer holidays.
- Cllr. Cripsey asked if the overhanging branches along the Woolam Hill path to school have been cut, Clerk to check with the parish gardener.
- Cllr. Whiting asked about the muddy 'lay-by' on Ellifoot Lane, Clerk said it had been reported at the start of this year but will ask Highways for an update.

Clerk

Clerk

19/10/06	To note correspondence received	
	Police Report Crime data for September 28/09/19 Commercial burglary, generator and tools taken, Station Road	
	Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 40/19-20 ERNLLCA September newsletter 41/19-20 ERNLLCA paper for district Committee meeting 15 th October 42/19-20 Humberside Police crime data for September 43/19-20 ERYC Witherwick Wind Farm Annual Review 2018-19 meeting 17 th October 44/19-20 ERYC Overview and Scrutiny Committee topics for 2020-21 45/19-20 Humberside Police Streetbeat newsletter for September 46/19-20 ERYC information about the new Code of Conduct 47/19-20 Alan Johnson report on interim internal audit of accounts 2019-20 48/19-20 Dept. Culture, Media and Sport – consultation on National Data Strategy 49/19-20 ERYC Positive Activity Grant 2019-20	
	Letters received 11 th October – letter from Graham Stuart MP regarding important local issues	
19/10/07	To consider planning applications received	
	Planning applications: <u>19/03192/PLF Wembley House, Main Street, Burstwick</u> Outbuilding / storage shed to rear Councillors considered the plans; the following comments were put forward: <ul style="list-style-type: none"> • As an unprotected and open access wooden structure there are some concerns about fire safety • It doesn't look like a storage shed, it's too fancy • Dimensions are not clear on the submitted plans • Concerns about loss of car parking forcing cars to park on the road It was proposed that Council to log no objections and include the comments above. Chairman called a vote – and all were in favour. Clerk to log comments on ERYC open access planning system.	Clerk
	Planning Decisions to note: <u>19/02225/PLF Paragon Space Ltd, Hedon Road, Burstwick</u> Single storey office block with associated works including installation of package treatment plant, single storey storage building, change of use of land including creation of additional hardstanding to extend storage yard and parking area Planning permission granted subject to conditions. <u>19/00448/PLF Holcroft, Station Road, Camerton</u> Detached two storey outbuilding with Juliet balcony to rear, to be used as garage, store room and office	

	Planning permission granted on 24 th September – the parish council received no letter confirming this.	
	Appeal Decisions to note: None	
19/10/08	To review the effectiveness of the trial parish council surgeries	
	<p>Three surgeries have been held in the village shop as follows: August – 4 people September – 0 people October – 2 people</p> <p>Although attendance was low – issues raised / information gathered was useful. Cllr. James felt it is important to offer surgeries to parishioners. It was also suggested to have a parish council presence at community events and the green post box could also be used for comments.</p> <p>Cllr. James suggested moving to a quarterly surgery, with the next one due in February. A rota can be agreed in January.</p>	
19/10/09	To agree letter to residents about fly tipping down Church Lane	
	<p>Clerk reported the most recent incident was logged with ERYC on 3rd October. It was garden waste and part of a hedge that had been dumped.</p> <p>A draft letter has been circulated to councillors. Some small amendments were suggested at the meeting.</p> <p>Council to agree to send amended letter out.</p> <p>Proposed: MC Seconded: DR Outcome: All agreed</p> <p>Clerk to send letter out on behalf of the council.</p>	Clerk
19/10/10	To discuss the communal manure dump at the allotments	
	<p>Tenant is claiming the manure dump is his and he paid for its construction.</p> <p>Clerk has no written evidence to support this claim and has asked tenant if they have any evidence they could submit to the parish council. No response has been received from the tenant.</p> <p>All the anecdotal evidence supports the fact it is a communal manure dump. The Parish Council as landlords of the allotments will write to tenant to inform them that it upholds it as a communal dump and to suggest tenant makes own arrangements using existing space on the two large allotments the tenant has.</p> <p>Council to agree to send letter as outlined above.</p> <p>Proposed: NF Seconded: DR Outcome: All agreed</p> <p>Clerk to draft letter.</p>	Clerk

19/10/11	To plan who will be putting up the lights on the Christmas tree	
	<p>Cllr. Rainforth and Cripsey volunteered for this task.</p> <p>Plan to put up the lights on 23rd or 24th November, in time for 1st December switch on.</p>	DR/MC
19/10/12	To adopt parish council complaints policy	
	<p>A revised final draft has been produced using the improvements put forward by Cllr. Waddingham. This has been circulated in advance for any further amendments. Cllr. James has put forward some changes. There have been no further amendments received.</p> <p>There were no questions.</p> <p>Council to adopt policy.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed</p> <p>Clerk to upload a copy to the parish council website.</p>	Clerk
19/10/13	To adopt the updated ERYC Code of Conduct	
	<p>The updated Code of Conduct has been emailed for information.</p> <p>If the council adopts this updated code, then councillors may have to complete a new register of interests, Clerk to seek guidance from Jon Whyley at ERYC.</p> <p>Council to adopt the updated code of conduct from ERYC.</p> <p>Proposed: SW Seconded: MC Outcome: All agreed.</p> <p>Clerk to upload updated code to parish council website.</p>	Clerk
19/10/14	To agree S137 expenditure for memorial wreath and Christmas event	
	<p>To approve costs of poppy wreath from Royal British Legion cost approx. £25.00 and to agree this is a rolling yearly cost.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed.</p> <p>To approve costs to support the Christmas event – to provide craft materials – approx. £25.00</p> <p>Cllr. James to provide a list of what's needed.</p> <p>Proposed: SW Seconded: DR Outcome: All agreed.</p>	

19/10/15	To agree an amount for clerk to purchase new laptop and printer	
	<p>£500 was allocated in last year's budget for this and there is £500 in this year's budget for village hall clerk IT equipment. Both amounts haven't been used. There is £120.00 allocated in this year's budget for a subscription to Microsoft Office business 360.</p> <p>Clerk is using a 2012 laptop and two printers from 2006.</p> <p>Council to agree to purchase new laptop and one new all-in one laser printer at a maximum spend of £600.00</p> <p>Proposed: SW Seconded: PT Outcome: All agreed</p> <p>Council to agree to take out a subscription to Microsoft Office business 360 at £10 per month to use cloud based back up and most up-to-date version of Microsoft office.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed</p> <p>Council to dispose of old laptop and colour printer securely and responsibly (Clerk will keep laser jet in case of emergencies).</p>	
19/10/16	To receive quarterly financial update and budget monitoring	
	<p>Second quarter (July-September) Receipts this quarter total £12,196.45 Payments this quarter total £4,926.34</p> <p>Year to date: Receipts total £26,770.72 Payments total £12,227.45</p> <p>Clerk circulated the budget monitoring sheet for consideration, most areas remain in budget. However the council has over spent in a couple of areas as follows:</p> <ul style="list-style-type: none"> • CCTV maintenance (awaiting payment of 50% of costs from school – to lower the deficit) • Electricity for Christmas tree (a new contract is in place and we have had a part refund) • Allotment prizes – small over spend <p>The council will also over spend on audit – as we now include village hall accounts in our audit and this wasn't budgeted for. The budget for this will increase next year.</p> <p>There were no questions.</p>	
	For agenda item 19/10/17	
	<p>Council to consider the exclusion of the press and public due to the confidential nature of the business to be discussed.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed.</p>	

19/10/17	To agree outcomes from recent staff appraisals	
	<p>Village Hall Clerk – Andy James</p> <p>Appraisal took place on 13th October with Cllr. Brown and the clerk.</p> <p>Extract from appraisal form:</p> <p><i>Very happy with the progress made over the last eight months – in terms of developing the management committee, the massive improvements in how the building is run and the development of new groups using the hall. Your excellent people skills have given the building a new lease of life as a centre for the community.</i></p> <p><i>The creation of this role did take some convincing on all sides, but the right decision was made and hopefully everyone can see that progress is being made and things are getting done.</i></p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. To set an annual budget for the hall – to have estimated running costs and estimated income from 1st April 2020 2. To develop an action plan for the hall – looking at short, medium and longer term actions 3. To move the cleaner from contractor to village hall employee by 1st April 2020 4. To check lease to find out its renewal date – to contact Diocese to make initial inquiries if the lease will be renewed – in partnership with parish council <p>Hours and salary to remain the same.</p> <p>The parish council will have to agree in January if they are happy to extend his contract for a further year and to review salary for 1st April 2020.</p> <p>To help make a decision in January, the council would like to see figures that support the increase income and user groups.</p> <p>Council to agree outcomes from appraisal.</p> <p>Proposed: SW Seconded: MC Outcome: All agreed (Cllr. James did not discuss or vote on this matter)</p> <p>Parish Clerk – Rose Blackburn</p> <p>Annual appraisal was held on 10th October with Cllr. James and Brown.</p> <p>Clerk has achieved the majority of the objectives set last year to:</p> <ol style="list-style-type: none"> 1. Develop remaining policies – complaints, disciplinary and grievance procedure 2. Review existing policies in line with schedule 3. Website – continue to develop the website content and layout and keep content up-to-date 	

4. To continue to work in partnership with councillors to help deliver projects on parish council action plan
5. Cemetery –research options for land for new cemetery (medium term objective)

Outcomes from this appraisal were:

Objectives:

1. Review grant policy and training policy in Q1
2. Research website back up options in Q1
3. War memorials gardens project to start in Q2 – get plans in place, secure funding for work to start June and be completed by November 2020
4. To develop a schedule of council documents / policies and when they need reviewing and to send out in advance to allow time for comments and amendments to be made
5. Research options for land to provide a new village cemetery – contact ERYC and have some initial meeting and map out the process and timescales by Q3

Training:

- Cemeteries Management via ERNLLCA
- Social media training for local authorities

Salary:

- Clerk is currently on NJC SCP 11 - £11.00 per hour
- Council to review and agree salary for 1st April 2020
- It was proposed by council to move Clerks salary to SCP 12 from 1st April 2020

Hours:

- Remain at 54 per month (12 a week, plus 2 hours to attend parish council meeting)

Council to agree outcomes from clerk’s appraisal.

Chairman called a vote – all were in favour.

19/10/18 To agree payments in accordance with the budget

Approve the schedule of payments and receipts for October as follows:

Payments

Alan Johnson Accounting Service - 6 month audit	95.00
ERYC Cllr ID badge	5.16
ERNLLCA Conference fee	108.00
Glazik Kershaw - payroll provider	44.40
Staff salaries for October (3 part time staff)	1022.58
HMRC	0.00
R Blackburn - clerks mileage	23.40
Gardeners expenses - plants	20.00
Credit card total:	74.50
Credit card break down of spend:	
Tony Cook Ltd £67.51	
Post Office (stamps) £7.32	

1393.04

	<p>Receipts</p> <p>Credit Card cash back 0.33</p> <p>Cemetery fees 390.00</p> <p>Burstwick Primary School - 50% of CCTV installation costs 246.00</p> <p>636.33</p> <p>Proposed: DR Seconded: PT Outcome: All agreed</p>	
19/10/19	Items for next month's agenda	
	<p>To adopt updated emergency plan</p> <p>Review parish council insurance for 2020</p> <p>To agree parish council budget for 2020-21</p> <p>To agree precept demand for 2020-21</p> <p>Review cemetery fees for 2020</p>	
	<p>Date of next meeting</p> <p>Thursday 28th November 2019</p>	
	Meeting closed at: 20.36	