

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE VILLAGE HALL ON THURSDAY 21st OCTOBER 2021

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chairman AB
 Cllr. M Cripsey MC
 Cllr. S Gould SG
 Cllr. D Rainforth DR
 Cllr. P Waddingham PW
 Cllr. Whiting SW

Public: 2

Minute	Discussion and agreement	Action
21/10/01	To note apologies for absence	
	Cllr. Fairbank Cllr. Tong	
21/10/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Cllr. James – agenda item 20 Non-pecuniary: Cllr. Brown – village hall, allotments, cemetery Cllr. Cripsey – village hall, play area Cllr. S Gould – village hall, play area, allotments and cemetery Cllr. D James – cemetery, agenda item 18 Cllr. D Rainforth – cemetery Cllr. P Waddingham – village hall Cllr. S Whiting – play area	
21/10/03	Members of the public are invited to address the council	
	A resident and her daughter attended the meeting to raise ongoing concerns with road safety in the village. Cars continue to speed through the village to the extent that her daughter is scared to walk along Main Street. They have written to the MP Graham Stuart who has passed the letter on to ERYC but they haven't had a response and nothing gets done. Cllr. James stated that there will be a further discussion about road safety under agenda item 8.	
21/10/04	To confirm the minutes of the meeting held on 30th September 2021	
	Signed as a correct record. Proposed: DR Seconded: AB Outcome: All agreed	

21/10/05	To receive the clerks report and councillors updates	
	<p>Clerks report on actions taken and issues:</p> <ul style="list-style-type: none"> • Clerk chased up ERYC regarding the outstanding road repairs to Main Street – response received stated <i>‘With regards to an update on highway maintenance, I can advise you that there are planned road works to patch to 60mm deep from 11 October to the 29th October 2021’</i> • Site meeting was held in the cemetery to look at dimensions of a new headstone. • Clerk met with Richard Netherton to look at the repairs needed in the play area. • An autumn inspection was held at the allotments. • The kick start grants have been paid to four groups and thanks have been received from Club 55, WI and All Saints Scouts group. • Order has been placed with Vowles in Patrington for the new cordless battery kombi hedge cutter / strimmer system. • The process to recruit a new clerk is ongoing with the closing date for applications on 15th October and shortlisting taking place on 18th October. • Clerk has spent time writing up processes to deal with allotments, cemetery, accounts and audit and a hand over checklist ready for the new clerk. • Clerk has purchased a number items including defibrillator pads, dog waste bags for the dispenser on Festive Field and the jubilee bunting. • Clerk reported that the parish council account are currently with the internal auditor Alan Johnson for the interim 6 month audit. Alan has informed the clerk that he will be retiring at the end of the financial year, after completing the year end audit. The council will need to appoint a new internal auditor. <p>Councillors’ updates</p> <ul style="list-style-type: none"> • Cllr. Brown reported the 30mph sign by the allotments is overgrown with ivy – clerk to report this to ERYC. • Cllr. Whiting reported the 20 mph lights are still not working correctly – clerk advised they have been reported to the lamp.lighter email address at ERYC. Cllr. James to follow up. 	<p>Clerk</p> <p>DJ</p>
21/10/06	To note correspondence received	
	<p>Police Report 6/9 an AUDI R8 stolen from Back Lane, BURSTWICK</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> Emails:</p> <p>71/21-22 Humber Low Carbon Pipelines project – project webinars</p> <p>72/21-22 Humberside Police town and parish newsletter</p> <p>73/21-22 ERNLLCA district committees meeting 21st October 2021</p> <p>74/21-22 ERNLLCA Being a good councillor training</p>	

21/10/09	To review cemetery regulations in relation to headstone heights and dimensions	
	<p>Council to agree dimensions as set out at the September meeting as follows:</p> <p>Lawn type Maximum height of plate and base from ground level is 39 inches or 1000mm Maximum width of plate is 24 inches or 610mm Depth of plate no less than 3 inches or 76mm Maximum width of base is 30 inches or 760mm Maximum depth of base is 12 inches or 305mm</p> <p>The plate and base must sit on a foundation that complies with NAMM regulations.</p> <p>Garden of Rest Maximum height of plate and base from ground level is 24 inches or 610mm (2ft) Maximum width of plate is 20 inches or 510mm Maximum width of base is 23 inches or 584mm Maximum depth of base is 12 inches or 305mm Maximum height of base is 3 inches or 76mm</p> <p>Council agreed dimensions as set out above.</p> <p>Proposed: DR Seconded: SW Outcome: All agreed</p> <p>Clerk to amend the cemetery regulations with new dimensions.</p>	Clerk
21/10/10	To approve headstone design and dimensions for a new memorial	
	<p>Cllr. James and Parish Clerk met the family on Friday 8th October at the grave, to look at the dimensions of the headstone. It was noted that the headstone will fit between the existing memorials either side, though it will be slightly taller.</p> <p>Council to approve the headstone.</p> <p>Proposed: AB Seconded: PW Outcome: All agreed</p> <p>Clerk to inform the family.</p>	Clerk
21/10/11	To discuss and agree the design and associated costs for the memorial border in the cemetery.	
	<p>Cllr. Brown shared two designs at the September meeting. Idea 1 was the preferred option. During the site meeting at the cemetery Cllr. James and the Clerk measured out the dimensions of this border. It fits and has minimal impact on existing grave space.</p> <p>Council to agree to develop the border as set out.</p> <p>Proposed: DR Seconded: SG Outcome: All agreed</p>	

	<p>Council to consider the following costs:</p> <p>Benches x 2 at £360 each plus VAT Edging £250 Plants and compost £50</p> <p>Council to agree to costs as outlined above, to come out of the cemetery budget.</p> <p>Proposed: PW Seconded: DR Outcome: All agreed</p>	
21/10/12	To agree to order toys for mothers and toddler's group for their kick start grant using s137 powers	
	<p>The mothers and toddlers' group have confirmed they would like to proceed with option 2, as they don't have a bank account. The parish council to purchase items on their behalf up to a value of £100. A list of toys and craft items has been supplied to the parish clerk.</p> <p>Council to agree to purchase items on behalf of mothers and toddlers up to a value of £100.</p> <p>Proposed: PW Seconded: AB Outcome: All agreed</p> <p>Clerk to make to make purchase as set out on the list.</p>	Clerk
21/10/13	To receive a report from the recent allotment's inspection	
	<p>The allotment committee inspected all plots on Monday 11th October.</p> <p>The following plots are to be monitored at the spring inspection:</p> <p>5, 6, 20, 22C, 49</p> <p>The following plots need warning letters: 22A, 45</p> <p>Plot 29 – letter to tenant to again ask what their plans are – possibly to split plot in half so it's more manageable – plot is in such a bad state it will need ploughing.</p> <p>Plot 32B – letter to dig over the plot before they leave in December.</p> <p>Plot 44B have contacted the clerk recently advising they are planning to give the plot up shortly.</p> <p>There were no further questions.</p> <p>Council to agree to send letters as outlined.</p> <p>Proposed: SW Seconded: DR Outcome: All agreed</p> <p>Clerk to send letters out.</p>	Clerk

21/10/14	To adopt the updated Code of Conduct	
	<p>Clerk circulated the updated code via email to all councillors</p> <p>There were no comments or questions.</p> <p>Council to adopt the updated code of conduct.</p> <p>Proposed: AB Seconded: PW Outcome: All agreed</p> <p>Clerk to inform Julie Lidster at ERYC and upload on to the parish council website.</p>	Clerk
21/10/15	To discuss projects for next year to help with budget planning	
	<p>Items on this year's budget that haven't been actioned to roll over include:</p> <p>Role of Honour board £250</p> <p>War Memorial Gardens £1000</p> <p>Costs associated with the Jubilee have already been added to the budget.</p> <p>There were no further suggestions.</p>	
21/10/16	To discuss and agree who will be putting up the Christmas tree lights	
	<p>Cllr. Rainforth and Cllr. Cripsey have kindly volunteered to put up the Christmas lights this year.</p> <p>Clerk handed over the coloured bulbs that were ordered earlier in the year.</p> <p>The lights need to be in place ready to be switched on, on Sunday 28th November.</p> <p>Clerk to complete the Festive Lighting permit paperwork for ERYC.</p>	Clerk
21/10/17	To consider mobile phone for new parish clerk	
	<p>Council to consider purchasing a mobile for the new parish clerk instead of using a landline.</p> <p>Provisionally agree to purchasing a PAYG mobile. Recommend O2, good service for local area and is the same provider as VHC mobile so easy top up if it can be added to the same account. Device (Samsung A12) available direct from O2 for up-front cost of £179 plus credit of £10 or £20.</p> <p>Cost to come out of the admin contingency budget.</p> <p>Council to agree to proceed as outlined above.</p> <p>Proposed: AB Seconded: SW Outcome: All agreed</p>	

21/10/18	To consider costs of annual maintenance contract for play area grass cutting and website	
	<p>Lee at Grasslands has confirmed that the price to cut the grass in the play area will remain the same as this year.</p> <p>£77.77 per cut x 18 = £1399.86 VAT = £279.97 Total cost = £1679.83</p> <p>To be added to the budget for 2022-23.</p> <p>Councillors felt he does a good job and were happy with the price.</p> <p>Council to agree for Grasslands to cut the grass at the play area for the price as outlined.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed</p> <p>Jupiter Web Solutions will charge £125 for website maintenance in 2022.</p> <p>Clerk advised this is slightly out of sink with the financial years and there is money in this years budget to cover this fee. For 2022-23 clerk will budget £135.</p> <p>Council to agree for Jupiter Web Solutions to maintain the website as outlined above.</p> <p>Proposed: SW Seconded: PW Outcome: All agreed</p>	
21/10/19	To receive a quarterly financial update and budget monitoring	
	<p>Clerk reported the following figures for the second quarter:</p> <p>Receipts 1st July to 30th September of £12,850.41 Payments 1st July to 30th September of £7610.09 Receipts year to 30th September total £26,400.63 Payments year to 30th September total £14,172.65</p> <p>The council remains largely on budget – there are overspends in:</p> <p>Allotments (but this is covered by slack in the allotment budget – there is £718.79) Play area (again there is slack in the play area budget £3473) Village maintenance contingency (due to the cost of clearing the dyke out on Festive Field – this was due to be budgeted for in 2022-23)</p> <p>There were no questions.</p>	
21/10/20	To agree the outcomes from the village hall clerks annual appraisal	
	<p>The parish clerk held the annual appraisal with Village Hall Clerk on Wednesday 6th October.</p>	

The Village Hall clerk has worked hard throughout Covid to ensure the hall could re-open safely. Of the four objectives agreed last year 2 have been achieved, one is ongoing and the other is a longer-term objective.

New objectives agreed for the next year are:

1. To achieve the Hall Mark Certificate level one
2. To focus on post covid fundraising for the hall
3. To review hire charges before new financial year starts in April 2022
4. To continue to progress the toilet renewal project
5. Long term objective – lease runs out on 31/03/2027, from 2024 to contact the Diocese of York to make initial enquiries as to if the lease will be renewed – in partnership with the parish council

Decisions for the parish council

1. To agree to purchase a new laptop computer for the Village Hall Clerk, currently uses an old personal laptop purely for village hall work. There is £400 allocated in this year's budget.

The Village Hall Clerk proposed an HP Pavillion 15 15.6inch Ryzen 3 4GB 256GB for £479.99 at Argos.

Council to agree to purchase as outlined above.

Proposed: DR
Seconded: AB
Outcome: All agreed

Clerk to arrange purchase.

2. Agree to increase hours from 5 per week to 6 per week from 1st April 2022, the hall is getting busier with user groups returning, two new groups starting and the time it takes to put together papers for the meetings, village hall clerk regularly works more than their contracted hours.

Council to agree to increase the village hall clerks hours to 6 per week from 1st April 2022.

Proposed: SW
Seconded: SG
Outcome: All agreed

Clerk to add to the budget for 2022-23

3. To agree to increase village hall clerk pay by moving up one salary band to NJC SCP 9 currently £10.86 (this will increase once the local government pay rise is agreed), to take effect from 1st April 2022, this is in recognition of the hard work and dedication to the hall during the last 18 months

Council to agree to increase village hall clerks salary as outlined from 1st April 2022.

Proposed: SW

Clerk

Clerk

	<p>Seconded: SG Outcome: All agreed</p> <p>Note – Cllr. James did not take part in any discussion or votes on this agenda item due to a declared pecuniary interest.</p>																																												
21/10/21	To agree payments in accordance with the budget																																												
	<p>Approve the schedule of payments for October as follows:</p> <p>October 2021 Accounts</p> <table> <thead> <tr> <th>Description</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>Grasslands - play area grass cuts and re-seeding</td> <td>546.64</td> <td>91.10</td> </tr> <tr> <td>Burstwick Village hall - September PC meeting utility charge</td> <td>5.00</td> <td></td> </tr> <tr> <td>WHA Vowles - new kombi hedge cutter/strimmer</td> <td>1,095.72</td> <td>182.62</td> </tr> <tr> <td>Credit card - new handles for metal shed</td> <td>12.50</td> <td>2.08</td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td>44.40</td> <td>7.40</td> </tr> <tr> <td>HMRC - tax</td> <td>7.80</td> <td></td> </tr> <tr> <td>Staff salaries for October (three part time staff)</td> <td>1043.74</td> <td></td> </tr> <tr> <td>W Beadle - gardeners' expenses - petrol</td> <td>26.68</td> <td>4.45</td> </tr> <tr> <td>Village Hall room hire (Kick Start grant gentle exercise)</td> <td>50.00</td> <td></td> </tr> <tr> <td>Clerks' mileage to auditors in Hornsea</td> <td>11.70</td> <td></td> </tr> <tr> <td>Lumalite - blue bulbs for xmas lights</td> <td>48.00</td> <td>8.00</td> </tr> <tr> <td></td> <td>2,892.18</td> <td></td> </tr> </tbody> </table> <p>Receipts</p> <table> <tbody> <tr> <td>Cemetery fees - CARR</td> <td>320.00</td> </tr> <tr> <td></td> <td>320.00</td> </tr> </tbody> </table> <p>Proposed: AB Seconded: DR Outcome: All agreed</p>	Description	Amount	VAT	Grasslands - play area grass cuts and re-seeding	546.64	91.10	Burstwick Village hall - September PC meeting utility charge	5.00		WHA Vowles - new kombi hedge cutter/strimmer	1,095.72	182.62	Credit card - new handles for metal shed	12.50	2.08	Glazik Kershaw - payroll provider	44.40	7.40	HMRC - tax	7.80		Staff salaries for October (three part time staff)	1043.74		W Beadle - gardeners' expenses - petrol	26.68	4.45	Village Hall room hire (Kick Start grant gentle exercise)	50.00		Clerks' mileage to auditors in Hornsea	11.70		Lumalite - blue bulbs for xmas lights	48.00	8.00		2,892.18		Cemetery fees - CARR	320.00		320.00	
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21/10/22	Items for next month's agenda																																												
	<p>To review cemetery fees To agree to use cemetery budget to part fund parish gardeners' wage in 2022-23 To agree budget for 2022-23 To agree precept demand for 2022-23 To agree insurance renewal for 2022</p>																																												
	<p>Date of next meeting Thursday 25th November, 7.30pm at Burstwick Village Hall</p>																																												
	Meeting closed at: 20.39																																												