BURSTWICK PARISH COUNCIL

MEETING HELD IN THE VILLAGE HALL ON TUESDAY 31st JANUARY 2023

Present: Cllr. D James - Chairman DJ

Cllr. M Cripsey MC
Cllr. N Fairbank NF
Cllr. S Gould SG
Cllr P. Paragreen PP
Cllr. D Rainforth DR
Cllr. P Tong PT

Public: 2 Press: Police: 2 Ward Cllrs: Clerk: KD

	Discussion and agreement	Action
2023/01/01	To note apologies for absence	
	Apologies tendered by Cllr A. Brown.	
2023/01/02	Councillors to disclose their interests in matters to be discussed	
	Cllr. M Cripsey - None	
	Cllr. N Fairbank - Allotments	
	Cllr. S Gould - Cemetery	
	Cllr. D James – Cemetery and a pecuniary interest in item 11b	
	Cllr. P. Paragreen - Allotments	
	Cllr. D Rainforth – Allotments and planning	
	Cllr. P. Tong - Allotments	
2023/01/03	Members of the public are invited to address the council	
	The Chairman welcomed the attending police officers and everyone back to the first	
	meeting of the year.	
	Two members of the public were present and clarified their intentions for their two allotments. Plot 50 is to be for trees and wildlife and Plot 42a will remain as an	
	allotment with the fruit trees removed and planted back in Plot 50.	
2023/01/04	To confirm the minutes of the meeting held on 24 TH November 2022	
	The minutes of the meeting were confirmed and signed as a correct record.	KD
	Proposed: DR	
	Seconded: NF	
	Outcome: Agreed	
2023/01/05	To receive the clerks report, Chairman's report and councillors updates	
	Clerks report on actions taken, issues and updates:	
a.	Daffodil bulbs were delivered and promptly received and planted by the gardener.	
b.	A good job has been done by the Community payback team digging over a couple of	
	vacant plots.	
c.	The clerk met the flood warden for an insight of the teams work. The need for bolt	
	croppers was identified and subsequently purchased. Mr Rimmer is extremely	
	grateful and advised they are stored in the pump container. They have been added to	
	the asset register/inventory of flood equipment. They cost £29.95 which was	
	approved by Cllrs during December and added to the December payment schedule for	

	approval. An inventory of equipment at the pump container has been completed and confirmed to the clerk as part of the emergency plan review.	
d.	An application was submitted to the Withernwick Windfarm Community Fund for the	
	de-fib pads / starter kit and has been accepted.	
e.	The clerk attended GDPR training. A policy review is on the agenda.	
f.	The clerk will be taking website accessibility training, funded by another parish council	
	that the clerks works for.	
g.	The precept demand for £31,500 has been submitted to ERYC.	
h.	The sit-on-mower has had its annual service.	
i. :	The village task force response survey has been returned.	
j.	The broken grit bin has been reported. The village has 7 grit bins. ERYC maintain	
	these and aim to provide 2-3 visits a year at £45 per visit, depending on the seasonal climate.	
k.	ERNLLCA are offering Chairmanship training on 14/3/23 at 2pm / 6.30pm for anyone	
K.	interesting in Chairmanship or refresher chair training.	
l.	Ward Councillor Brian Skow has confirmed he will not be standing in the May	
	elections, but is available if needed until then.	
m.	Road Traffic Regulation circulated 5.1.23 for temporary prohibition of through traffic,	
	Pinfold Lane, Burstwick from 1 st February for carriageway maintenance works. Works	
	are expected to be complete by 3.2.23. No alternative route is available / access will	
	be maintained for residents, emergency vehicles and pedestrians.	
n.	The clerk is progressing with the input of financial data onto the new Scribe	
	accounting package. So far it is going well. It is just a slow process ensuring accurate	
	data is input from the start.	
0.	The clerk would like to encourage councillors to attend the drop-in at the Withernsea	
	Leisure Centre on Tuesday 28th February between 5pm-7pm to take advantage of the	
	opportunity to speak face to face with ERYC officers about subjects of concern to you	
	as a resident and councillor of Burstwick on behalf of your residents. Please advise if able to attend, prior to the parish meeting.	
n	Grasslands have confirmed grass cutting fees for 2023 on the play area will remain at	
p.	£80 per visit.	
q.	Road Traffic Regulation advised from 20 th March between Withernsea, Rimswell and	
-1	Roos.	
	Chairman's report / update	
	The Chairman thanked Cllr AB and Mr Brown for removing the conifer hedge in the	
	W.I garden for the flag pole. Cllr DR and MC were also thanked for removing festive	
	lighting from the tree. Fly tipping on Green Lane has been reported.	
	Councillors' updates:	
	Cllr NF - The amount of dog fouling in the village was discussed. The Clerk will notify	KD
	the dog warden and Cllr DJ will highlight the situation on social media and in the	DJ
	newsletter.	N.D.
	A tap on the allotment site is sticking and requires repair or renewal. The Clerk will	KD
	advise the gardener. Cllr DR – Experiencing issues in responding to emails. Cllr DJ will assist.	DJ /DR
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2023/01/06	To note correspondence received	
	November and December 2022:	
	ERNLLCA – Boundary review, Civility & Respect Newsletter, ERNLLCA Newsletter.	
	ERYC – Climate Change Strategy, Government Food Strategy, Avian Flue. Police – Newsletter.	
	Humber 2100+ - Environment Agency Newsletter. Church of England – Proposed Pastoral Scheme re: All Saints Church, Burstwick.	

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	January 2023:	
	3.1.23 Humberside Police – Newsletter.	
	5.1.23 ERYC – Road Closure, Pinfold Lane, Burstwick.	
	17.1.23 ERYC – Chairman's Award.	
	17.1.23 ERYC – Town & Parish Council Review Panel – follow up survey.	
	Decision: In response to the survey Cllrs did not think the planning consultation	
	period and response time was long enough for parish councils, the parish has no	
	contact from Ward Cllrs though they are invited to every meeting and there is definite	
	room for improvement with communications with ERYC.	
	Proposer: DR	
	Seconder: PP	
	Outcome: Agreed. Cllr DJ will respond to the survey.	DJ
2023/01/07	To consider planning applications received and note planning decisions	
a.	APPROVED Application: 22/00831/CM by Newlay Concrete Products Ltd for the	
	erection and operation of a ready mix concrete batching unit. NOTED.	
b.	APPROVED Application: 22/03225/PLF for 17 Pinfold Lane, Burstwick for the erection	
	of a single storey extension to rear following demolition of existing conservatory.	
	NOTED.	
2023/01/08	To discuss road safety in the village and receive any updates on action taken.	
	Discussion: The Community Speed Watch team have not met recently but will resume	
	in March when it is lighter. Dates, times and training will be confirmed and included	
	in the newsletter. Cllr DJ will send police officers present, the data the team have	
	collected so far and requested statistics from the last traffic survey if possible. Once	
	information is collated the intention is to re-approach ERYC with road safety concerns	
	within the village. Other issues discussed in brief were electric scooters and the	
	Withernsea Bike Night which has little affect on Burstwick unlike some villages.	DJ
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2023/01/09	To receive resignation from Cllr N. Boynton with vacancy update.	
	Discussion: Resignation received: 8/1/23.	
	ERYC have been informed of the vacancy which will be duly advertised. However, as	
	the vacancy has occurred within 6 months before the day on which the councillor	
	whose office is vacant would regularly be retired, an election shall not be held and the	
	vacancy will be filled at the next ordinary election of Councillors on 4 th May 2023.	
	BPC may however fill the vacancy by co-option, but the position will only be held until	
	May.	
	In light of forthcoming elections, any interested parties will be advised to apply at the	
	next election. The election of a play area and communications committee member	
	will be deferred until after May.	
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2023/01/10	To consider application to ERYC - The King's Coronation Community Fund	
	Discussion: For celebratory events for the Coronation of King Charles III, councils may	
	submit an application in partnership with other groups, if the PC is the lead applicant.	
	Maximum £500 can be applied for from 1 st Feb via the ERYC Flexi-grant system.	
	waxiinani 1000 can be applied for front 1 Feb via the ENTC Flexi-grafit system.	KD
	Decisions A working group has already been set up for a Coveretion the read area.	KD
	Decision: A working group has already been set up for a Coronation themed event. It	
	was agreed to apply for £500 funding.	
	Proposed: DR	
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	Seconded: SG	

2022/24/44	Outcome: Agreed. The clerk will submit an application.	
2023/01/11	Staff matters: Discussion: To confirm annual leave entitlement arrangements. Clarification of	
a.	Discussion: <u>To confirm annual leave entitlement arrangements</u> . <u>Clarification of timescales was requested by the Clerk</u> .	
	Decision: It was agreed the first year of leave would be pro rata from the start date of	
	employment to the end of that financial year. Leave entitlement will then be	KD
	calculated from each April to the following March.	
	Proposed: NF	
	Seconded: PT	
	Outcome: Agreed.	
b.	Discussion: To review weekly prescription service and consider inclusion of the	
	additional two hours to the Village Hall Clerks contract of employment	
	Cllr DJ had declared a pecuniary interest in this item. The service is proving successful and helpful to residents as it approaches its first year.	
	It is also incorporating a warm space and book swap facility for residents.	
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	Decision: The Chairman called a vote. It was agreed with one against, that the village	
	hall clerks contract of employment be amended to include two extra hours per week. Total hours per week will now be 8.	KD
	rotarnours per week will now be 8.	KD
	Proposed: Cllr NF	
	Seconded: Cllr PT	
	Outcome: The clerk will notify the village hall clerk and amend staff records.	
2023/01/12	Allotment matters and to agree allotment fees for 2024-25	
a.	Discussion: Allotment markers	
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	Decision: Fees to increase from April 2024:	
	£12 for a starter plot	
	£15 for a small allotment / parish garden	
	£20 for a large allotment	
	£50 deposit fee taken upon commencement of the tenancy	
	Proposed: PP	
	Seconded: PT	
	Outcome: Agreed. The Clerk will inform all tenants of the increase to be implemented	KD
	in April 2024.	
2023/01/13	Cemetery Matters:	
a.	Discussion: To consider removal of excess soil by Cooks.	
	The grave diggers have removed their overspill but is has been suggested it is time to	
	remove some off site.	
	Decision: Defer this item until after a cemetery inspection / the new financial year.	KD
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	Proposed: DR	
	Seconded: PT	
	Outcome: Agreed	
b.	Discussion: To discuss cemetery access upon closure of All Saints church	
	The final church service has been held and was very well attended. Cllr PP enquired	
	about a picture in the church being retained and preserved for the village. Cllr DJ will	DJ
	forward caretaker details to Cllr PP.	
	Desirion, Access to the churchyard and comptent will be available	
	Decision: Access to the churchyard and cemetery will be available.	
	Discussion: To review comptent foot for 2022 24	
C.	Discussion: <u>To review cemetery fees for 2023 – 24.</u> The annual review of cemetery fees will be due soon.	
	The annual review of cemetery fees will be due soon.	
	Decision: Fees for neighbouring parishes are to be obtained before prices are	KD
	considered further. The Clerk will obtain these and circulate to the cemetery	
	committee in the first instance.	
d.	Discussion: To arrange a cemetery inspection with committee members and the clerk	
. .	- sand and and and and and and and and and	
	Decision: Defer until February / March.	KD
2023/01/14	To review GDPR Policy	
	Discussion: Existing policy circulated for approval. The clerk will set up a register to	
	report any data breaches that are reported to the I.C.O within 72 hours of the breach.	
	For transparency purposes the Clerk confirmed a minor breach involving HSBC and a	
	former employee of the parish council. This was not reported to the I.C.O. but the	
	bank was made aware of the situation immediately.	
	The clerk advised in supporting papers: All councillors should use a BPC email address rather than their own.	
	It is a continuous battle to chase up the return of GDPR consent forms.	
	When taking photos or recording footage, a notice should be displayed at the venue	
	to make people aware. Areas covered by CCTV requires such a notice anyway.	

	Decision: Policy dates to be amended and reference to laptop storage to be deleted. The Clerk will make the necessary updates and re-publish. Proposer: PP	KD
	Seconder: DR	
	Outcome: Agreed	
2023/01/15	To review Grant Award Policy	
	Discussion: Current policy circulated.	
	Decision: Policy dates to be amended and budget provision for grants retained. The clerk will make the necessary updates and re-publish.	KD
	Proposer: PP Seconder: PT	
	Outcome: Agreed	
2023/01/16	To consider purchase of Arnold Baker Local Council Administration 13 th edition at £131.99 inc.	
	Discussion: This edition is at a reduced price as it normally sells for £164.99 plus £7 postage/package fee. BPC holds the 8 th edition and the clerk has the 10 th .	
	Decision: It was agreed to purchase the 13 th edition to replace the 8 th edition currently held. The book will be required for the Clerks CILCA studies.	KD
	Proposer: DJ Seconder: PP	
	Outcome: Agreed	
2023/01/17	To Approve amended Emergency Plan	
	Discussion: The clerk has carried a full review of the plan. All that remains to do is an inventory check of equipment stored in the village hall and a couple of replies awaited from personnel mentioned within the plan.	
	Decision: Once finalised the clerk will issue a final copy to those that need an updated version after consultation with the Chairman. An exercise will be scheduled once the plan is finalised.	KD
	Proposer: PP Seconder: NF	
	Outcome: Agreed	
2023/01/18	To approve payment schedule for December 2022, bank reconciliation and quarterly financial update and budget monitoring.	
	Dec-22 Payments to be approved for :	
	Expenditure	

Ref:	Ty pe	Payment	Charge	VAT	Total
119/22- 23	dd	Business stream - allotment water	81.42		81.42
120/22- 23	сс	Post Office - stamps	13.04		13.04
121/22- 23	СС	Cartridge People - waste box	14.04	2.81	16.85
122/22- 23	bp	Scribe subs - BPC	358.00	71.60	429.60
123/22- 23	bp	Scribe Subs Village Hall	99.00	19.80	118.80
124/22- 23	СС	Bolt croppers	24.96	4.99	29.95
125/22- 23	bp	Village hall hire - Nov			10.00
126/22- 23	bp	Messy Breakfast and V Hall xmas			100.00
127/22- 23	bp	Allotment deposit return - 16b	50.00		50.00
128/22- 23	so	Clerks Salary - K Dawson			
129/22- 23	so	V.Hall Clerk Salary - A James			
130/22- 23	so	Gardeners Salary - W Beadle			
		3 part time staff salaries	1,272.84		1,272.84
131/22- 23	bp	HMRC - Dec	158.08		158.08
132/22- 23	chg	-	8.00		8.00
	chg	Bank debit charge	0.26		0.26
133/22-	dd so	credit card (137.14 from Nov) Glasik Kershaw - Payroll			
23			40.00	8.00	48.00
					<u>2,336.84</u>
INCOME		Bmm Acc int			
		Transfer fee - Newby	24.60		
		Transfer fee Blanchard	50.00		
		Burial - Blanchard	50.00		
		Burial - Jackson	170.00		
			340.00		
			<u>634.60</u>		

Balance as per bank statement.		
31st Decermber 2022		
NS&I Investment Account		16,769.01
HSBC Business Money Manager Account		13,053.97
HSBC Community Account (CA)		1,578.17
Credit Card		
Total		31,401.15
Plus unaccounted payments		
deposited cheques		
Less any unpresented cheques		
	0.00	0.00
Net balance		31,401.15
Cash Book		
Opening balance 01/04/2022		34,101.97
Receipts to date		34,101.97
Less payments to date		-34,798.72
Less payments to date		34,730.72

Discussion: It was noted that the Clerk is still in the transition period for moving over to Scribe.

Decision: Payment schedule and Bank Reconciliation approved.

Proposer: NF Seconder: DR

Outcome: Agreed

2023/01/19 To agree payments for January 2023.

Jan-23

Payments to be approved for: Jan-23

Expenditure

Ref:	Typ e	Payment	Charge	VAT	Total
134/22-23	chg	Bank Charges	8.00		8.00
135/22-23	bp	V Hall Hire	5.00		5.00

	105/00.00						
	136/22-23		Glasik Kershaw - Payroll	40.00	8.00	48.00	
	137/22-23	-	HMRC	153.28		153.28	
	138/22-23		K Dawson BPC Clerk Salary				
			A James VH Clerk Salary				
	140/22-23	so	W Beadle salary				
			3 x part time staff salaries			1,253.52	
			F.G Adamsons - mower service	304.45	60.90	365.35	
	142/22-23	•	ERNLLCA training - GDPR	60.00	12.00	72.00	
		-	Jupiter Web Solutions - Website	135.00		135.00	
	144/22-23	•	DA & CA Buckton - flail mowing	92.00	18.40	110.40	
	145/22-23	dd	Credit Card payment	46.80		46.80	
			bolt croppers 124/22-23				
			Cartridges 121/22-23				
	146/22-23	CC	Postage	34.00		34.00	
				878.53	99.30	977.83	
			Income				
			Allotment deposit - Gibson	50.00			
			Allotment deposit - Jennings	50.00			
				100.00			
	Decision: A	ccou	nts for payments approved.				
	Proposer: [
	Seconder: P	P					
			1. 1. 1. 1.4.5 /22. 22				
	Outcome: A	agree	d. Noted 145/22-23 was in Decemb	er schedule	2.		
2023/01/20	Items for no	ext m	nonth's agenda.				
			Sovernance review				KD
		•	ders – amendment required				
		_	ssland for extra mowing costs				
			ulbs and covers				
	Meeting clo	osed	at: 9.10pm				

The next meeting will be held on Tuesday 28th February 2023 at 7.30pm in the Village Hall