

EASINGTON PARISH COUNCIL
MINUTES - ORDINARY MEETING HELD ON 05 OCTOBER 2023
THE COMMUNITY HALL BECK LANE EASINGTON HU12 0TX

Present: Cllr. Jo-Ann M Clubley JMC
 Cllr. Roy Clubley RC
 Cllr. J Burton Graham JBG - Chair
 Cllr. Helen Jacobs HJ
 Cllr. Ian Smith IS
 Cllr. David C Taylor DCT

Clerk: Kim Dalton KD

Ward Councillor(s): 0
 Members of Public: 4

Minute	Discussion and Agreement	Action
23/10/106	To note apologies for absence and absentees Absences noted - Cllr. Shane Keyworth	
23/10/107	Councillors disclosure of interests in matters to be discussed None	
23/10/108	Minutes from Previous Meetings Minutes to the Ordinary Meeting on 07/09/2023 - Agreed and Signed by the Chair	
23/10/110	Clerk(s) Report The clerk reported on various ongoing issues, see (<i>Appendix 1</i>) for full detail.	Clerk
23/10/110	Public Forum No comments	
23/10/111	Ward Councillor Update No representation	
23/10/112	Finance	
	a) <u>Receipts:</u> Cemetery Fees 100.00 Precept – 2 of 2 10,000.00 Bank Interest 66.07 Total Receipts £ 10,166.07	
	b) <u>Payments</u> - The following payments were Agreed , the Chair and Clerk signed the payment schedule, Clerk and another Councillor will authorise payments via bank. Wage roll (September Salaries) 696.63 Microsoft Monthly Payment – October * 11.28 Yorkshire and Humber Grounds Maintenance 945.00 RBL – Poppy Appeal – Payment to be made under LGA 1972, s137 100.00 October payments authorised Total Payments £ 1752.91	Clerk
	* Indicates Clerks Expenses paid personally by the Clerk and being reclaimed.	

	<p>c) <u>Bank Reconciliation</u> (<i>Appendix 2</i>) 'Agreed', for the period ending 30 September 2023, the quarterly Independent check carried out by Cllr. IS – Councillor with responsibility for Finance, as per Risk Requirements.</p> <p>d) <u>2nd Quarter Budget</u> v Spending (<i>Appendix 3</i>) The clerk presented the 2nd Quarter budget v spending comparison as of 30 September 2023.</p> <p>e) '<u>Draft</u>' Budget for 2024/2025 (<i>Appendix 4</i>) Clerk presented the draft budget, which was discussed, various changes were 'Agreed', and the Budget will be discussed again at the meeting in November 2023. Further it was 'Agreed' to leave the Forecast Precept at £20,000, for the period 2024/2025.</p>	Clerk
23/10/113	Planning	
	<p><u>Planning Amendments to be considered:</u> <u>Easington Primary School High Street Easington</u> Traffic Management (Advisory)– noted the change from Advisory to Mandatory Restrictions in parking area outside the school, Easington Parish Council 'Agreed', no particular comment to make but presume further signage will be in place to make the changes clear to drivers.</p> <p><u>To note the following Planning Decisions received:</u> Planning Ref: 23/00548/PLF Proposal: Conversion of former Coastguard building to single dwelling with associated external alterations Location: HM Coastguards Building Beck Lane Easington East Riding Of Yorkshire HU12 0TY Applicant: Ms Jemma Brown ERYC Decision: Granted subject to conditions.</p> <p><u>Consultation - Draft Design Code and Local Plan:</u> The PC resolved to make 'No Comment' to the consultation.</p> <p><u>Dogger Bank Wind Farm</u> The PC resolved to make 'No Comment' to the consultation.</p>	
23/10/114	Community Issues	
	<p><u>Community Speed Watch Teams</u> EPC 'Agreed' to consider again in February 2024</p> <p><u>Remembrance Sunday</u> It was 'Agreed' that the PC will make the usual donation of £100.00 to RBL. This payment is made under LGA 1972, s137, the Clerk is to order Wreath and Chair will lay the wreath on Remembrance Sunday on behalf of the Parish Council.</p> <p><u>Coastal Project – East Riding</u> Forthcoming 'drop-in' session Easington Community Hall on 25 October 2023, 'Noted', it was 'Agreed' that EPC should move this item to the November meeting when further detail is available.</p>	Clerk
23/10/115	Parish Council / Training / Policies and Procedures	
	<p><u>Overview and Scrutiny</u> It was 'Agreed' that the PC do not have a topic that they wish to put forward to this committee.</p>	

23/10/116	Reports from Committees/Councillors with Responsibilities	
	<p><u>Representation on External bodies -</u> Shape – Met with a member of ERVAS who detailed how they want to enhance the knowledge of the Youth Facilities in the area via social media. Health Forum – Nothing to report. Community Hall – Lighting has been checked. ERNLLCA – No report</p> <p><u>Committees –</u> Emergency Plan – No meeting held. Health & Safety – No meeting held. Parish Plan – MOP in process of putting detail together but needs to liaise with Clerk to finalise some information. HR Committee – Confirmed annual appraisal for Clerk has been carried out.</p> <p><u>Councillors with Responsibilities:</u> Finance – Cllr. IS confirmed quarterly review has been undertaken – see 23/10/112(c)</p> <p>Councillor IS excused himself at this point and left the meeting.</p> <p>Kilnsea – No Update Easington – Cllr. JMC had reported an issue with the Cemetery Bin being missing, it was replaced the same day reported to ERYC.</p>	
23/10/117	Correspondence	
	<p>11/10/2023 – ERYC – Draft East Riding Design Code Consultation 13/10/2023 – SHAPE Minutes (September Meeting) 23/10/2023 – ERYC – Coastal Project inc. dates for Dop In sessions 23/10/2023 – Dogger Bank Phase 4 Information 27/10/2023 – ERYC – Topic(s) for Overview and Scrutiny Committee</p>	
23/10/118	Items for Next Agenda	
	None	
23/10/119	<p>Date of Next Meeting(s): Thursday, 02/11/2023 – Gas Liaison Meeting at 18:15, followed by Ordinary Meeting of Easington Parish Council at 19.00</p> <p>Meeting Closed at:</p>	

- Appendix 1** – Clerk Report
- Appendix 2** – Bank Reconciliation
- Appendix 3** – Budget v Comparison 2nd Quarter as of 30 Sept 2023
- Appendix 4** – ‘Draft’ Budget 2024//2025

Signed Chair **Date**

EASINGTON PARISH COUNCIL

CLERK REPORT ON ONGOING ACTIVITY/ACTION POINTS / OUTSTANDING ITEMS

Minute Ref:	Company/PC	Description	Action	Outcome
21/02/17	EPC	Parish Clock	Clerk	Knocked several times – no response from Occupier (if in) Letter to new owner to request contact 25/07/2023 – No response to date./ 01/09/2023 – No response – property is ‘For Sale’ again 07/09/2023 – Cllr. Keyworth has details of owner and will inform clerk.
21/10/99	EPC	Seaside Road Easington – dangerous ‘Road Sign’ – raised by MOP in Public session.	Clerk	Removed
	EPC	Passing Place and Give Way signs	Clerk	22/5/2023 - ERYC have confirmed they are already aware and have over 300 signs in the area needing attention – they are repairing in order of priority. Situation remains the same – chased by Clerk and Ward Councillor 12/09/2023 – Reminder sent to ERYC
23/07/084 (c)	EPC	Wall – Village Garden	Clerk	Cllr. Keyworth is to look at repairing village wall at own expense.
23/07/084 (a)	EPC	CILCA Training/Qualification - Clerk	Clerk	Training Course commenced 05/09/2023 - ongong
		Christmas <u>Christmas Tree</u>	Clerk	09/09 – Spoke to Church Warden – asked if ok to put Tree in Churchyard, confirmed yes, also sent in writing on 12/09/2023. 12/09 - Written to Gassco to ask if they are to donate a Tree, 14/09/2023 – Gassco confirmed they will provide. MOP’s confirmed willing to erect Christmas Tree again.
		Community Speed watch	Clerk	12/09 - Speeding statistics requested from ERYC Council
		Tithe Barn – Overgrown	Clerk	MOP raised at meeting on 07/09/2023 12/09/2023 – Clerk chased Architect and asked for email to be passed on to owner of property.
		Cemetery – Bin Missing – Cllr. JC advised	Clerk	New bin ordered 27/09/2023

Appendix 1 – October 2023 – Meeting

Easington Parish Council
Bank Reconciliation 2023 to 2024

01/04/2023

Opening Balance - Current Account	1212.26
Opening Balance - Savings Account 1	505.48
Opening Balance - Savings Account 2	7204.00
Voucher Credit - Sandhills	0.56
Income	21522.98
Total	30445.28

Less:

Expenditure	11691.54
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Reconciliation as at : 30 September 2023 **18753.74**

Closing Balances as at 30/09/2023 :

Unity Savings Account - 20450698	511.78
Unity Savings Account 20450708	16332.81
Unity - Current Account - 20450685	1908.59
Cash/Cheque to clear at bank	0.00
Voucher Credit (Sandhills)	0.56

Less Uncleared Cheques/payments **0.00**

Balance **18753.74**

Signed By Chair:

Date:

Signed By Clerk:

Date:

Easington Parish Council
Budget v Spending Comparison 2023/ 2024
2nd Quarter as at 30 September 2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Description		2020/2021		2021/2022		2022/2023		2023/2024					Reserve at 01/04/2023	
2	EXPENDITURE		Actual		Actual		Actual		Budget	Actual	%	Difference		General Reserve	6922.00
3	Office Costs													Includes costs for Elections	
4	Accountant/Audit Fees		50.00		450.40		407.40		450.00	718.60	159.69%	-268.60		Locum Clerk Uninsured Legal	
5	Chairman's Fund		0.00		48.98		70.00		100.00		0.00%	100.00		Costs (e.g. Ash Die Back Tree)	
6	Hall Hire/Zoom		127.28		207.73		267.75		400.00	159.50	39.88%	240.50			
7	ERNLLCA/SLCC		457.18		470.54		489.18		490.00	408.71	83.41%	81.29			
8	Office Expenses		382.77		211.28		295.71		350.00	142.61	40.75%	207.39		Targeted Reserves:	
9	Kiosk - Costs		550.00		0		0		0		0.00%	0.00		Flood Reserve	2000.00
10	Insurance		397.04		395.47		363.00		420.00		0.00%	420.00		Total Reserve(s)	8922.00
11	IT Equipment		933.17		0		0.00		100.00		0.00%	100.00			
12	M/soft 365 & Norton AV		126.39		112.80		166.96		180.00	110.56	61.42%	69.44			
13	Training Courses		216.00		360.00		0.00		400.00	375.00	93.75%	25.00			
14	Salaries Inc. HMRC		7223.16		7522.54		8056.97		8640.00	4138.20	47.90%	4501.80			
15			10462.99		9779.74		10116.97		11530.00	6053.18	52.50%	5476.82			
16															
17	Grants														
18	Grants- See Note 2		600.00		650.70		92.00			650.00	0.00%	-650.00			
19	Section 137		100.00		100.00		100.00		100.00		0.00%	100.00		PRECEPTS	
20			700.00		750.70		192.00		100.00	650.00	650.00%	-550.00		2020 /2021	14000.00
21														2021/2022	17000.00
22	Community Costs													2022/2023	17000.00
23	Defib Accessories		102.59		0.00		1031.00		450.00		0.00%	450.00		2023/2024	20000.00
24	Grass Cutting Contract		4225.00		5940.00		4800.00		6000.00	4252.50	70.88%	1747.50			
25	Rates - Cemetery		95.08		0		312.12		150.00	229.54	153.03%	-79.54			
26	Seating		130.00		437.03		0.00		250.00		0.00%	250.00		Notes:	
27	Street Lighting		213.47		171.39		199.80		220.00		0.00%	220.00		1. Reserves updated as per Bank Balance as at 31/03/2023	
28	Village Work		550.00		3599.98		883.48		750.00		0.00%	750.00		2. Grants - £500, received from ERYC iro Coronation Event remainder agreed from last years underspend	
29	Waste Collection		128.96		132.86		138.06		145.00	147.94	102.03%	-2.94		3. Figures are all Ex VAT, this is reclaimed under S126	
30	Severe Weather Costs		63.00		0		0.00		1000.00		0.00%	1000.00			
31	Allotment Costs		17.00		0		0.00		100.00		0.00%	100.00			
32			5525.10		10281.26		7364.46		9065.00	4629.98	51.08%	4435.02			
33															
34	Total Expenditure		16688.09		20811.70		17673.43		20695.00	11333.16	54.76%	9361.84			
35															
36	INCOME														
37	Precept								20000.00	20000.00	100.00%	0.00			
38	Cemetery Fees								500.00	650.00	130.00%	150.00			
39	Allotment Fees								100.00	76.00	76.00%	-24.00		(note an allotment fee was received 2022/23 year)	
40	Wayleave								11.77	11.77	100.00%	0.00			
41	Bank Interest								20.00	135.11	675.55%	115.11			
42	Coronation Grant								500.00	500.00	100.00%	0.00			
43															
44	Total Income								21131.77	21372.88	101.14%	241.11			
45															
46	Income - Less Expenditure								436.77	10039.72				Prepared 01 October 2023	