

# EASINGTON PARISH COUNCIL

Kim Dalton  
Clerk to Easington Parish Council  
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29 September 2023

To: Councillors/Members you are hereby summoned to attend the Parish Council Meeting, to be held on Thursday, 05 October 2023 at 19.00, at The Community Hall Beck Lane Easington HU12 0TX, to conduct the business specified below.

Yours faithfully,

Signed: *Kim Dalton*

## AGENDA

1. **Apologies**
2. **Co- Option**  
To co-opt additional councillor to the seat vacated following resignation.
3. **Declaration of Interests**-members to declare any interests in items on the agenda and the nature of such interests.
4. **Minutes from previous meeting(s) – Ordinary Meeting 07/09/2023**
5. **Clerks Report – Appendix 1**
6. **Public Forum**  
*This section will be limited to 15 minutes (maximum 5 mins per member of public) to raise any issues, concerns, or observations regarding items on the Agenda. Issues not on the Agenda can be discussed but the Parish Council cannot make decisions on them at this meeting. Such items may be included on future Agenda. Reference: Easington Parish Council Standing Orders.*
7. **Ward Councillor Update**  
*This section limited to 15 minutes (maximum 5 mins per Councillor for questions)*
8. **Finance**
  - a) To **note** Receipts as per schedule in the sum of £ *note additional receipts received prior to a meeting may be added*).
  - b) To **resolve** Payment(s) as per the schedule(s) in the sum of **£1752.91** (*note additional payments received prior to a meeting may be added*).
  - c) To note Bank Reconciliation up to 30 September 2023 and check against Bank Statements
  - d) Clerk to present 2<sup>nd</sup> Quarter Budget v Comparison figures up to 30 Sept 2023
  - e) Clerk to present initial Budget figures for the period -1/04/2024 to 31/03/2025 for discussion and review

9. **Planning -**  
**To consider Planning Applications/Consultations** (inc. applications received up to the date of the Meeting)
- Easington Primary School – High Street Easington  
 Traffic Management – change of existing advisory restrictions to mandatory – any comments to the restriction to be made by 20 October 2023.
- To Note the following Planning Decision(s) received:  
**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
- Consultations – Draft Design Code and Local Plan Update  
 To discuss any comments to make from Easington Parish Council.
- Dogger Bank Wind Farm – 4<sup>th</sup> Phase  
 EPC are Statutory Consultees – Section 42, - Resolve comments in respect of this phase.
10. **Community Issues**  
Community Speed Watch  
 To resolve action to take regarding a Community Speed Watch programme
- Remembrance Sunday  
 To resolve agreement to order Wreath and donation to RBL
- Coastal Project – East Riding  
 To note forthcoming drop in session and resolve if EPC wish to organise a representative to attend a PC meeting.
11. **Policy/Procedure/Training/Parish Council issues**  
Overview & Scrutiny  
 To resolve whether EPC wished to put forward a subject for this workshop
12. **Committees and/or Councillors with Responsibilities:**  
**To receive Verbal Reports from Councillors with responsibilities and/or Committees**
- Reports from Councillors with Representation on External Committee's:**  
 Shape –  
 Community Hall -  
 Health and ERNLLCA –
- Reports from Parish Council Committees:**  
 Emergency Plan/ Health, Safety and Risk Management, Policies and Procedure –  
 Parish Plan – Update from MOP – N Jackson  
 HR Committee –
- Report from Councillors with Responsibilities for Areas within the Parish**
13. **Correspondence (previously circulated to all Councillors via Email)**  
*Correspondence detailed below is received and added to the Agenda for discussion. Further correspondence received during the month which is informative only and not included in the list of correspondence detailed.*  
 11/09/2023 – ERYC – Draft East Riding Design Code Consultation  
 13/09/2023 – SHAPE Minutes (September Meeting)  
 23/09/2023 – ERYC – Coastal Project inc. dates for Dop In sessions  
 23/09/2023 – Dogger Bank Phase 4 Information  
 27/09/2023 – ERYC – Topic(s) for Overview and Scrutiny Committee

**14. Items for the Next Agenda:** (items for addition to the next Agenda are at the discretion of the Chair/Clerk)

**15. Date and Time of next meeting(s): -**

02 November 2023 18.15 – Gas Liaison Meeting

02 November 2023 19.00 – Ordinary Meeting

*Note:  
Easington Parish Council publish Agenda 3 Clear Working Days prior to a meeting (not including Saturday, Sunday, or Bank Holidays), correspondence received is as received at the date of issue of Agenda,– further correspondence or requests for Agenda items will be considered for adding to future agenda. LGA 1972 – Schedule 12, 10(2)(a) and Section 243.*

Appendix

1 – Clerk Report

2 – Receipts Schedule

3 - Payment Schedule

4 – Bank Reconciliation

5 - Budget v Comparison 2<sup>nd</sup> Quarter 2023/2024

6 - Budget 2024/2025

**Public and Press are welcome to attend the meeting.  
Please Note - the meeting will be recorded via Audio.**

## 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
		<b>Christmas</b> <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**  
**Payment Schedule - October 2023**

<b>Date</b>	<b>Description</b>	<b>Trns. No.</b>	<b>Amount</b>	<b>Notes</b>	<b>BudgetAllocation</b>
05/10/2023	September Salaries - All Employees		696.63	Paid 15th of the Month unless a Weekend/Bank Holiday	Salaries
	Microsoft Monthly Payment (Oct 2023)		11.28	(Inc VAT) Clerks Expenses*	M/Soft/Norton
	Yorkshire & Humber Ground Maintenance		945.00	2 Cuts each at Cemetery/Churchyard /Village Garden and Memorial	Grasscutting
	Royal British Legion - Annual Donation - Wreath		100.00	LGA, S137 Payment (within budget)	S137

**Total Monthly Payments** **1752.91**

**Notes:**

1. \*Clerks Expenses are amounts paid by the Clerk personally on behalf of the Parish Council and being reclaimed **11.28**
2. Salaries are Gross - inclusive of the HMRC Payment (as HMRC payment fluctuates from month to month) and represent All Employees
3. Once Authorised for payment the RFO raises payment and Dual Authorisation is made via Councillor(s) J Clubley, R Clubley or H. Jacobs
- 4.VAT Section 126 Payments can be reclaimed

**Signed:**

**Date:**

**Chair of Meeting**

**Signed:**

**Date:**

**Kim Dalton**

**Clerk/RFO**

**Signed as Authorisation to pay the above amounts  
via Bank Transfer from the Community Account**

**Minute Ref: 23/10/**

**Easington Parish Council**  
**Budget v Spending Comparison 2023/ 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Description		2020/2021		2021/2022		2022/2023		2023/2024				Reserve(s)	
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		
11	IT Equipment		933.17		0		0.00		100.00		0.00%	100.00	Total Reserve(s)	8922.00
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												Precept	
18	Grants- See Note 2		600.00		650.70		92.00			650.00	0.00%	-650.00	2018/2019	12000.00
19	Section 137		100.00		100.00		100.00		100.00		0.00%	100.00	2019/2020	12000.00
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	
29	Waste Collection		128.96		132.86		138.06		145.00	147.94	102.03%	-2.94	remainder agreed from last years underspend	
30	Severe Weather Costs		63.00		0		0.00		1000.00		0.00%	1000.00	3. Figures are all Ex VAT, this is reclaimed under S126	
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	<b>Total Expenditure</b>		<b>16688.09</b>		<b>20811.70</b>		<b>17673.43</b>		<b>20695.00</b>	<b>11333.16</b>	<b>54.76%</b>	<b>9361.84</b>		
35														
36	<b>INCOME</b>													
37	Precept								20000.00	20000.00				
38	Cemetery Fees								500.00	650.00				
39	Allotment Fees								100.00	76.00				
40	Wayleave								11.77	11.77				
41	Bank Interest								20.00	69.04				
42	Coronation Grant								500.00					
43														
44	<b>Total Income</b>								<b>21131.77</b>	<b>20806.81</b>				
45														
46	<b>Income - Less Expenditure</b>								<b>436.77</b>	<b>9473.65</b>			<b>2nd Quarter Budget as at 30 September 2023</b>	

**Easington Parish Council**  
**Budget 2024/2025**

Description	2020/2021	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024	2024/2025	Comments
EXPENDITURE	Actual	Actual	Budget	Actual	Budget	To Date	Forecast	Budget	
<b>Office Costs</b>									
Accountant/Audit Fees	50.00	450.40	540.00	407.40	450.00	718.60	718.60	607.00	23/24 fig included underpayment re 22
Chairman's Fund	0.00	48.98	100.00	70.00	100.00	0.00	0.00	100.00	
Hall Hire/Zoom	127.28	207.73	200.00	267.75	400.00	159.50	409.50	315.00	Reduced as booked less time for meeting
ERNLLCA/SLCC	457.18	470.54	390.00	489.18	490.00	408.71	495.00	430.00	
Office Expenses	382.77	211.28	200.00	295.71	350.00	142.61	192.61	350.00	
Kiosk - Costs	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Insurance	397.04	395.47	420.00	363.00	420.00		435.00	455.00	
IT Equipment	933.17	0.00	100.00	0.00	100.00		0.00	100.00	
M/soft 365 & Norton AV	126.39	112.80	150.00	166.96	180.00	110.56	167.00	178.00	
Training Courses	216.00	360.00	250.00	0.00	400.00	375.00	375.00	500.00	2023 - H&S Training Course - Defibrillator's
Salaries Inc. HMRC	7223.16	7522.54	7438.00	8056.97	8640.00	4138.20	8640.00	9368.00	Litter Picker(s) & Clerk
	<b>10462.99</b>	<b>9779.74</b>	<b>9788.00</b>	<b>10116.97</b>	<b>11530.00</b>	<b>6053.18</b>	<b>11432.71</b>	<b>12403.00</b>	
<b>Grants</b>									
Grants	600.00	650.70	0.00	92.00	0.00	650.00	650.00	0.00	
Section 137	100.00	100.00	100.00	100.00	100.00		100.00	100.00	RBL - Wreath
	<b>700.00</b>	<b>750.70</b>	<b>100.00</b>	<b>192.00</b>	<b>100.00</b>	<b>650.00</b>	<b>750.00</b>	<b>100.00</b>	
<b>Community Costs</b>									
Defib Accessories	102.59	0.00	150.00	1031.00	450.00		200.00	250.00	3 x Defibs any overspend from reserve
Grass Cutting Contract	4225.00	5940.00	5400.00	4800.00	6000.00	4252.50	5670.00	5670.00	Fixed 3 year contract Year 2 of 3
Rates - Cemetery	95.08	0.00	115.00	312.12	150.00	229.54	229.54	241.00	
Seating	130.00	437.03	250.00	0.00	250.00		0.00	550.00	Replace Cemetery Seat
Street Lighting	213.47	171.39	240.00	199.80	220.00		219.78	230.00	
Village Work	550.00	3599.98	750.00	883.48	750.00		100.00	250.00	
Waste Collection	128.96	132.86	135.00	138.06	145.00	147.94	147.94	163.00	
Severe Weather Costs	63.00	0.00	1000.00	0.00	1000.00		0.00	500.00	Suggest reduce - use reserves if req.
Allotment Costs	17.00	0.00	100.00	0.00	100.00		0.00	100.00	
	<b>5525.10</b>	<b>10281.26</b>	<b>8140.00</b>	<b>7364.46</b>	<b>9065.00</b>	<b>4629.98</b>	<b>6567.26</b>	<b>7954.00</b>	
<b>Total Expenditure</b>	<b>16688.09</b>	<b>20811.70</b>	<b>18028.00</b>	<b>17673.43</b>	<b>20695.00</b>	<b>11333.16</b>	<b>18749.97</b>	<b>20457.00</b>	
<b>INCOME</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2023/2024</b>	<b>2023/2024</b>	<b>2024/2025</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>To Date</b>	<b>Forecast</b>	<b>Budget</b>	

