

# BURSTWICK PARISH COUNCIL

---

Parish Clerk: Mrs R Blackburn  
Tel No: 01964 670887  
Email: [burstwickpc@gmail.com](mailto:burstwickpc@gmail.com)

## To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council at Burstwick Village Hall on Thursday 21<sup>st</sup> October 2021 at 7.30pm to transact the following business.

*Rose Blackburn* Parish Clerk Issued on: 15.10.2021

## AGENDA

- 2021/10/01 To note apologies for absence
- 2021/10/02 Councillors to disclose their interests in matters to be discussed
- 2021/10/03 Members of the public are invited to address the council
- 2021/10/04 To confirm the minutes of the meeting held on 30<sup>th</sup> September 2021
- 2021/10/05 To receive the clerks report and councillor updates
- 2021/10/06 To note correspondence received
- 2021/10/07 To consider planning applications received and note planning decisions
- 2021/10/08 To discuss road safety in the village and receive any updates on action taken
- 2021/10/09 To review cemetery regulations in relation to headstone heights and dimensions
- 2021/10/10 To approve headstone design and dimensions for a new memorial
- 2021/10/11 To discuss and agree the design and associated costs for the memorial border in the cemetery
- 2021/10/12 To agree to order toys for mothers and toddler's group for their kick start grant using s137 powers
- 2021/10/13 To receive a report from the recent allotment's inspection
- 2021/10/14 To adopt the updated Code of Conduct
- 2021/10/15 To discuss projects for next year to help with budget planning
- 2021/10/16 To discuss and agree who will be putting up the Christmas tree lights
- 2021/10/17 To agree the cost, in principle of a mobile phone for parish clerk
- 2021/10/18 To consider costs of annual maintenance contract for play area grass cutting and website

- 2021/10/19 To receive a quarterly financial update and budget monitoring
- 2021/10/20 To agree the outcomes from the village hall clerks annual appraisal
- 2021/10/21 To agree payments in accordance with the budget
- 2021/10/22 Items for next month's agenda

**The next meeting of Burstwick Parish Council is on Thursday 25<sup>th</sup> November at 7.30pm at Burstwick Village Hall**

---

**2021/10/05 To receive the clerks report and councillor updates**

Clerks report on actions take and issues:

- Clerk chased up ERYC regarding the outstanding road repairs to Main Street – response received stated *'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 29<sup>th</sup> October 2021'*
- 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 15<sup>th</sup> October and shortlisting taking place on 18<sup>th</sup> 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.

**2021/10/06 To note correspondence received**

**Emails:**

71/21-22 Humber Low Carbon Pipelines project – project webinars

72/21-22 Humberside Police town and parish newsletter

73/21-22 ERNLLCA district committees meeting 21<sup>st</sup> October 2021

74/21-22 ERNLLCA Being a good councillor training

75/21-22 ERNLLCA forwarding on information regarding The Queens Platinum Jubilee Beacons 2<sup>nd</sup> June 2022

76/21-22 ERNLLCA Planning training

**Letters:**

National Grid re: Humber Low Carbon Pipelines project

**2021/10/07 To consider planning applications received and note planning decisions**

**New applications:**

None

**Decisions to note:**

21/03121/PLF Erection of detached single garage with utility room to rear involving demolition of existing detached garage, 35 Back Lane, Burstwick

ERYC granted planning permission subject to conditions.

**Appeals:**

None

**2021/10/08 To discuss road safety in the village and receive any updates on action taken**

Clerk contacted ERYC regarding leasing the flashing speed signs (that are currently in Burton Pidsea), as always its not that simple. There is a process to go through with Traffic Management and we must be referred on to be able to access the signs.

Possibly the data from the traffic survey may do this, though its not clear.

**2021/10/09 To review cemetery regulations in relation to headstone heights and dimensions**

Decision rolled over from September meeting.

**2021/10/10 To approve headstone design and dimensions for a new memorial**

Cllr. James and Parish Clerk met the family on Friday 8<sup>th</sup> 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.

The recommendation is to approve the headstone.

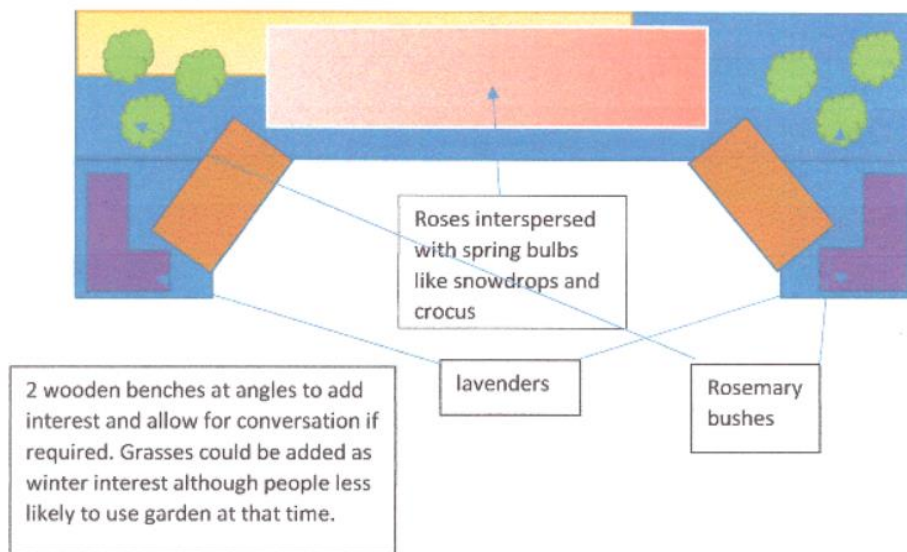
**2021/10/11 To discuss and agree the design and associated costs for the memorial border in the cemetery**

Cllr. Brown shared two designs as follows 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.

**Ideas for a memorial garden in Burstwick Parish Cemetery**

Current rose boarder is 20ft x 2ft

**Idea 1 – overall size approx. 30ft x 10 ft**



The angular design makes for easy lawn maintenance

**Idea two – overall size approx. 30ft x 6ft**



In both gardens the edge of the grass could have defined cut or could be edged with wooden or plastic edging as looked at previously.

Roses would be more compact in both designs so should give a better display and the protection offered by the benches would hopefully ensure better flowering although as with all roses regular deadheading helps and should ensure two flowerings. There will still be spaces for plaques of dedication if required.

Costs to consider:

Benches x 2

[Home](#) / [Benches and Seating](#) / [Winawood Sandwich 3 Seater Bench](#)

### Winawood Sandwich 3 Seater Bench

Description Specifications Colours

- Natural in appearance, but lasts for years
- Manufactured from HDPE plastic
- Will not rot
- Strong, durable and wear resistant
- Wood grain effect
- Completely maintenance free
- Easy self assembly
- Guaranteed for 3 years
- Memorial plaque can be added as an optional extra [See here](#)
- **Free Delivery to UK mainland\***

**We aim to despatch all Winawood items within 2 weeks of the order date**



**NBB Recycled Furniture £360.00 plus VAT, free delivery**

Edging

**EverEdge** - £46.74 including vat for one pack (125mm high, 5 x 1m lengths) Brown or green in stock

Plants and compost?

**2021/10/12 To agree to order toys for mothers and toddler's group for their kick start grant using s137 powers**

The mothers and toddlers group have confirm 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.

Items as follows:

#### Amazon

[Crayola My First Crayola Jumbo Crayons 24 per pack](#)

2 Packs @ £4/pack

[Peradix Ball Drop](#)

1 @ £16.89

#### Argos

Play-Doh Super Colour Kit (575/9208) Qty: 2

Infantino Textured Multi Ball Set (934/1492) Qty: 2

Chad Valley Bag of Play Balls (366/5514) Qty: 2

Chad Valley Lights and Sounds Swat Car (825/5565) Qty: 1

Chad Valley Lights and Sound Ambulance (826/2132) Qty: 1

Chad Valley Indoor Ball Pit (948/5107) Qty: 2

Total Cost less discount on multi-buys = £76 Total £100.89

**2021/10/13 To receive a report from the recent allotment's inspection**

The allotment committee inspected all plots on Monday 11<sup>th</sup> October.

The following plots are to be monitored at the spring inspection:

5, 6, 20, 22C, 49

The following plots need warning letters: 22A, 45

Plot 29 – letter to tenant to again ask what their plans are – possibility to split plot in half so its more manageable – plot is in such a bad state it will need ploughing

Plot 32B – letter to dig over the plot before they leave in December

Plot 44B have contacted the clerk recently advising they are planning to give the plot up shortly

**2021/10/14 To adopt the updated Code of Conduct**

ERYC have sent round a new code of conduct for parish councils, this has been forwarded to all councillors for information.

**2021/10/15 To discuss projects for next year to help with budget planning**

Items on this years budget that haven't been actioned to roll over include:

Role of Honour board £250

War Memorial Gardens £1000

**2021/10/16 To discuss and agree who will be putting up the Christmas tree lights**

**2021/10/17 To consider mobile phone for new parish clerk**

Council to consider purchasing a mobile for the new parish clerk instead of using a landline.

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.

**2021/10/18 To consider costs of annual maintenance contract for play area grass cutting and website**

Prices to follow.

**2021/10/19 To receive a quarterly financial update and budget monitoring**

2<sup>nd</sup> Quarter Receipts 1<sup>st</sup> July to 30<sup>th</sup> September

£12,850.41

2<sup>nd</sup> Quarter Payments 1<sup>st</sup> July to 30<sup>th</sup> September

£7610.09

Receipts year to 30<sup>th</sup> September

£26,400.63

Payments year to 30<sup>th</sup> September

£14,172.65

**Budget monitoring**

The council spending remains in line with the agreed budget. There is a slight over spend in the village maintenance budget due to the costs of clearing the ditch at Festive Field.

**2021/10/20 To agree the outcomes from the village hall clerks annual appraisal**

The parish clerk held the annual appraisal with Village Hall Clerk on Wednesday 6<sup>th</sup> October.

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

**2021/10/21 To agree payments in accordance with the budget**

Schedule of payments for October, as at 21<sup>st</sup> October:

**October 2021 Accounts**

| <b>Description</b>  | <b>Amount</b>   | <b>VAT</b> |
|---|-----------------|------------|
| Grasslands - play area grass cuts and re-seeding          | 546.64          | 91.10      |
| Burstwick Village hall - August 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  | tbc             |            |
| Staff salaries for October (3 part time staff)            | 1043.74         |            |
| W Beadle - gardeners expenses                             | tbc             |            |
|   | <b>2,748.00</b> |            |
| <b>Receipts</b>   |                 |            |
| Cemetery fees - CARR                                      | 320.00          |            |
|   | <b>320.00</b>   |            |

**2021/10/22 Items for next month's agenda**