

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
Tel No: 01964 670887
Email: burstwickpc@gmail.com

To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council held via Zoom video conference on Thursday 22nd October 2020 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 16.10.2020

AGENDA

- 2020/10/01 To note apologies for absence
- 2020/10/02 Councillors to disclose their interests in matters to be discussed
- 2020/10/03 Members of the public are invited to address the council
- 2020/10/04 To confirm the minutes of the meeting held on 24th September 2020
- 2020/10/05 To receive the clerks report and councillor updates
- 2020/10/06 To note correspondence received
- 2020/10/07 To consider planning applications received and note planning decisions
- 2020/10/08 To discuss road safety in the village and receive any updates on action taken
- 2020/10/09 To discuss safety concerns around the school drop-off system
- 2020/10/10 To agree to fund 2 new LED streetlight bulbs
- 2020/10/11 To agree cost to clear the drain at the end of Festive Field
- 2020/10/12 To discuss quotes for a 12-month maintenance contact for the play area
- 2020/10/13 To adopt updated GDPR data protection policy
- 2020/10/14 To receive a quarterly financial update and budget monitoring
- 2020/10/15 To discuss and agree outcome from staff appraisals
- 2020/10/16 To agree payments in accordance with the budget
- 2020/10/17 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 26th November, 7.30pm on Zoom

2020/10/05 To receive the clerks report and councillor updates

Clerks update:

- Site meeting was held on 7th October with Lee from Grasslands to look at the work needed at the play park and discuss time scales – most of the work will be done later in the year.
- Site meeting was held on Tuesday 13th October with PC Wayne Goodwin and Lianne Cooper from ERYC to determine locations for community speed watch.
- Refills for the dog poo bag dispenser have been purchased and delivered, Clerk will make sure parish gardener has some and that it is checked regularly.
- Clerk has dropped off the accounts to the internal auditor Alan Johnson for the six-month audit.
- Annual staff appraisals have been held, the outcomes to be discussed in the meeting.
- Clerk has been working on the budget for 2021-22.
- Clerk has received further emails regarding access down Church Lane, these emails have been acknowledged and the complainant has been referred to the letter that the council sent on 1st October 2020.

2020/10/06 To note correspondence received

Emails forwarded to all councillors:

38/20-21 ERNLLCA newsletter for September

39/20-21 ERYC Covid-19 update

40/20-21 ERYC Notification of application going to planning committee on 12th October, ref 20/01559/PLF, 4 Sharp Avenue

41/20-21 ERYC letter from Cllr. Burton regarding Covid-19

42/20-21 Letter from Holderness Health

43/20-21 ERNLLCA District Committee Meeting for East Riding area 20th October

44/20-21 ERYC Covid-19 community response update

45/20-21 Humberside Police Street Beat Newsletter for September

46/20-21 UK Government Guidance on holding Remembrance Sunday events / services

Letters

None

2020/10/07 To consider planning applications received and note planning decisions

New applications:

20/02861/PLF

Change of use of land to a holiday lodge development of 29 lodges, clubhouse, reception/café/shop building, construction of a lake and associated landscaping and infrastructure following demolition of existing buildings

Sangwin Concrete Products Ltd, Kelsey Hill, Hariff Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/02861/PLF>

20/03066/PLF

Erection of 4 dwellings with associated access, parking and infrastructure

Land west of 47 Back Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/03066/PLF>

Decisions:

20/01559/PLF

Raising existing roof height, construction of dormer at rear and erection of single storey rear extension, 4 Sharp Avenue, Burstwick

East Riding of Yorkshire Council has refused planning permission on design grounds and impact on amenity to neighbouring properties.

20/01408/PLF

Erection of a dwelling to replace Hill Crest, Hedon Road, Burstwick, land SE of South Park Farm, Hedon Road, Burstwick

East Riding of Yorkshire Council has granted planning permission, subject to conditions.

Appeals: none

2020/10/08 To discuss road safety in the village and receive any updates on action taken

Community speed watch update

Site visit took place on Tuesday 13th October with PC Wayne Goodwin and Lianne Cooper, engineer from ERYC, four sites were identified as follows:

1. Main Street by Skeckling Garth
2. Main Street by old school/South Slope Farm
3. Main Street by parish council notice board (opposite Hare and Hounds)
4. Station Road by Braemar bungalow

Next steps are we need 6 volunteers to do the training – face to face session in the village hall for a power point presentation followed by roadside training. The police will provide the gun, clicker and high-vis jackets.

2020/10/09 To discuss safety concerns around the school drop-off system

Cllr Waddingham would like to discuss safety concerns with the primary school new drop-off system.

There are two issues:

1) As parents now have to go in at the Woolam end it means that there is no safe crossing. I have seen on numerous occasions the dangers at the crossroads. This includes parents dropping their children off in cars and reversing onto a main road. Cars speeding around a corner, making it hazardous to cross. This coupled with waste collection lorries at times makes for a dangerous situation.

2) Parents are now also parking down Woolam near the school path and reversing whilst children are entering the site. This is not safe.

We now live in a world of Covid but measures that are made need to be based on risk. In my opinion there is more of a risk of a serious accident than there is of Covid, especially as there are alternative systems e.g. keeping the flow of parents and children in the normal main entrance and parents exiting via Woolam.

2020/10/10 To agree to fund 2 new LED streetlight bulbs

All 6 lights on Station Road and one on Sharp Avenue have LED bulbs. Plus one other light. 8 out of 21 lights are currently LED.

Burstwick is due its bulk lamp change, clean and electrical test this year. Approx. 6 lamps will be upgraded to LED in the Burnham Avenue, Sharp Avenue, Raines Close and Back Lane area (these areas were requested by a resident and put forward by the parish council). ERYC will cover this cost at no extra charge to the parish council.

The parish council has allocated £500 in the budget to upgrade 2 more lamps to LED (cost approx. £185 plus VAT per bulb).

See breakdown of this year's bill for info (the LED bulbs are significantly cheaper to run), invoice is usually due in November.

PARISH: Burstwick ...lighting

Date: October 2020

Item	Description	Rate £	Quantity	Total Cost £
STANDARD LAMPS:				
1	50W SON Lamp	72.97	9	656.73
2	70W SON Lamp	81.32	2	162.64
3	40w LED	63.71	1	63.71
4	15w LED			0
5	36W PL Lamp			0
6	24W PL Lamp			0
7	18W PL Lamp			0
8	11W PL Lamp			0
9	10W LED			0
10	32 w PLT Lamp			0
11	26W SOXE Lamp			0
12	42 w PLT			0
13	14w LED			0
14	26w PLT	66.5	2	133
15	19w LED	51.08	7	357.56
16	25w LED			0
17	45W CPO Lamp			0
				1373.64

Is the council in agreement to fund 2 extra bulbs?

If agreed, it leaves 5 other lamps still to be upgraded.

Does the council want to allocate further funding in next year's budget to convert 2 more bulbs? Or allocate money for a litter bin?

2020/10/11 To agree cost to clear the drain at the end of Festive Field

The parish council has cleared the drain on at least two other occasions since purchasing the lower half of Festive Field, most recently in 2018. It is included in the budget every three years – and is not included in the budget for this year – Clerk has reviewed the village maintenance budget and the cost can be covered through contingency funding and underspends in other areas.

Following a request from the flood wardens to get the drain cleared, please see quote below for the work.



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max.cook@btconnect.com

05/10/20

ESTIMATE FOR WORK AT BURSTWICK FESTIVE FIELD DYKE

To flail and remove sludge from dyke, including disposal of spoil off site: the sum of £684 +vat

All prices subject to VAT at the current rate, and held for three months,

Subject to changes beyond our control. Payment terms; payment 14 days from invoice date. Hoping you find this satisfactory, should you have any queries, please do not hesitate to contact me.

Yours Faithfully

Max Cook

2020/10/12 To discuss quotes for a 12-month maintenance contact for the play area

There is only one quote to consider – two other local contractors were asked to quote.



FAO Rose Blackburn
Burstwick Parish Council

17/09/20

12month Grounds Maintenance for full play park.

18# Cuts to all areas includes strimming under apparatus and perimeter weed control as required on a fortnightly basis. **£1400**

Currently ERYC cuts the grass in the play area, with no charge to the parish council. They don't do a good job and the play area has looked unkempt and tatty for a while.

The play area budget needs to increase to take into account its age and ongoing maintenance and Clerk was going to suggest a £500 increase next year to take it to £3000. This will cover the grass cutting and any repairs or new equipment needed.

2020/10/13 To adopt updated GDPR data protection policy

Draft policy was emailed to all councillors on 6th October for comments and amends.

2020/10/14 To receive a quarterly financial update and budget monitoring

In the second quarter from 1st July to 30th September, the council has made payments of £4482.94 and took receipts totalling £12,454.31

Budget monitoring

The parish council remains on budget, apart from some additional maintenance costs to our website to comply with the website accessibility laws.

2020/10/15 To discuss and agree outcome from staff appraisals

2020/10/16 To agree payments in accordance with the budget

Payments and receipts as at Friday 16th October. Please note that staff salaries include back pay this month.

October 2020 Accounts

Payments

Description	Amount
Spitfire Services - PAT testing office equipment	10.80
Glazik Kershaw - payroll provider	44.40
HMRC	TBC
Staff salaries for October (includes back pay)	1116.56
W Beadle Gardeners wage	TBC
Gardeners expenses:	TBC
Credit card:	58.90
Zoom subscription £14.39	
PPE for gardener £44.51	
Clerks mileage - Hornsea to drop off books at auditor	<u>11.70</u>
	1,242.36

Receipts

0.00

2020/10/17 Items for next month's agenda

- To review Cemetery fees
- To agree budget for 2021-22
- To agree precept for 2021-22
- To agree annual insurance premium