

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 at Burstwick Village Hall on Thursday 24th June 2021 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 18.06.2021

AGENDA

- 2021/06/01 To note apologies for absence
- 2021/06/02 Councillors to disclose their interests in matters to be discussed
- 2021/06/03 Members of the public are invited to address the council
- 2021/06/04 To confirm the minutes of the meeting held on 6th May 2021
- 2021/06/05 To receive the clerks report and councillor updates
- 2021/06/06 To note correspondence received
- 2021/06/07 To consider planning applications received and note planning decisions
- 2021/06/08 To discuss road safety in the village and receive any updates on action taken
- 2021/06/09 To discuss issue of dog fouling along Hariff Lane and consider purchasing a bin or signage
- 2021/06/10 To agree to set up a working group to plan The Queens Platinum Jubilee beacons on 2nd June 2022
- 2021/06/11 To discuss cemetery memorial rose border
- 2021/06/12 To consider quotes for repairs at the play area
- 2021/06/13 To discuss arrangements for the best kept allotment's competition
- 2021/42/14 To agree online banking access for the village hall clerk and amend the terms of reference accordingly
- 2021/06/15 To approve training costs for Cllr. James
- 2021/06/16 To review electronic payments and discuss if they should continue or revert back to cheque payment

2021/06/17 To agree payments in accordance with the budget

2021/06/18 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 29th July, 7.30pm at Burstwick Village Hall

2021/06/05 To receive the clerks report and councillor updates

Clerks update on decisions taken, actions and issues:

- A new picnic bench, kindly made and donated by Mark Wilson, has been installed on Festive Field for all to enjoy
- Clerk has taxed the sit-on mower (free)
- Clerk has spent time updating the website including committee information, meeting dates, audit, action plan and policies section. The covid-19 pages need reviewing depending on latest government guidance
- Clerk confirms that no nominations were received from allotment tenants to join the parish council allotment committee, the offer will be extended again next year.
- Clerk sent the letter regarding grass cuttings at the Woolam Hill path
- The documents for the Annual Governance and Accountability Review (AGAR) were sent to the external auditor on 13th May
- Public rights to inspect parish council accounts for the 2020-21 financial year runs from Monday 14th June to Friday 23rd July
- Site meeting was held on 14th May with ERYC to resolve the access issue with the gate and to get the litter bin safely re-installed. As of Thursday 17th June this work is still outstanding.
- Clerk submitted a FOI request to ERYC on 17th May, regarding the HGV lorry route that comes through the village, a response was received on 17th June and circulated to all councillors
- Allotment noticeboard has been installed, thank you to Cllr. Tong who helped Walt get it fitted
- All allotment rents due are now paid
- Clerk put out a request for help for tenant of plot 29, one allotment holder has sprayed the plot off, once the weeds die off, it will all need digging over
- An update on the derelict sites of Old Forge Cottage and Nags Head, has been received from ERYC, the email has been circulated to all councillors, no further action can be taken on the site
- The trip hazard by the bin at the Woolam Hill junction has been fixed by ERYC
- Clerk has completed the first official transfer of grave deeds for the cemetery

2021/06/06 To note correspondence received

Emails forwarded to all councillors

May

11/21-22 ERNLLCA – councillor training courses

12/21-22 Humberside Police – Town and Parish Newsletter for May

13/21-22 ERYC - 6-month ASB data for Mid Holderness

14/21-22 East Riding CCG – Newsletter

15/21-22 ERYC – Notice of application going to committee – amended scheme 20/01559/PLF 4 Sharp Avenue, Burstwick

16/21-22 ERNLLC – Newsletter

17/21-22 ERNLLCA – finance training courses

18/21-22 ERYC – Planning Liaison meetings 22nd and 24th June

19/21-22 ERYC – decision notice re: 4 Sharp Avenue, Burstwick

20/21-22 OPCC – Say no to fraud campaign

21/21-22 Holderness Health – open letter

22/21-22 East Riding CCG – newsletter

June

23/21-22 ERNLLCA – newsletter

24/21-22 ERYC – draft local plan update consultation Friday 28th May to Friday 6th August

25/21-22 Humberside Police – Town and Parish newsletter for June

26/21-22 ERYC – response regarding road safety concerns

27/21-22 ERYC – Joint Local Access Forum AGM 16th June

28/21-22 ERYC – Do it for East Yorkshire Community Grant fund

29/21-22 ‘Bus back better’ – new national bus strategy for England

30/21-22 ERNLLCA – finance training course dates

31/21-22 ERYC – response regarding Old Forge Cottage and Nags Head site

32/21-22 ERYC FOI request regarding lorry routes

33/21-22 East Riding CCG – newsletter

Letters

None received

2021/06/07 To consider planning applications received and note planning decisions

New applications:

21/01458/PLF

Erection of extension to the existing service station to incorporate a convenience store (with sale of alcohol), with associated parking

Burstwick Service Station, Ellifoot Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/21/01458/PLF>

Decisions to note:

Construction of dormer window to rear and erection of single storey extension to rear (amended scheme of 20/01559/PLF), 4 Sharp Avenue, Burstwick.

ERYC granted planning permission subject to conditions.

2021/06/08 To discuss road safety in the village and receive any updates on action taken

Following recent emails sent to ERYC concerning road safety, the following response was received on 29th May 2021.

Good Afternoon,

Thank you for your recent correspondence of 14th and 16th April 2021, and the two emails dated the 11th of May, and the FOI dated 20th May listing a number of local concerns. I have considered the various points made and combine the response to all four emails below. Thank you for your patience whilst we investigated the many points raised in your communications.

School Traffic

The Council has commissioned an independent consultant to undertake a large-scale survey of traffic restrictions at schools across the East Riding. The study has already completed its first phase. No urgent safety concerns have been identified, so we are waiting for the second phase before we make any decisions regarding traffic management in the vicinity of schools.

This phase two consists of a detailed study of the vehicle movements and congestion around schools and is due to be completed later this year when COVID restrictions have eased, and school attendance traffic patterns have returned to a more normal condition.

In the meantime, we are aware that much of the issue seems to be caused by parents themselves, and we do have a draft letter to parents requesting that they behave responsibly. We have had positive feedback where this approach has been trailed recently, and we can send the Head Teacher a draft on request.

Pedestrians at Woolam Hill

We will add this request to the list of matters which the Parish has requested that we consider. Once the data is available from the traffic surveys we would be happy to discuss an appropriate course of action. You may also be aware that there are a number of changes which are being considered for

the Highway Code. Any changes, which provide motorists with direction as to the priority of vulnerable road users, should have a positive effect on driver behaviour.

Traffic Surveys

The date of 7 day traffic survey will be notified to the Parish Council as a matter of course, as and when it is confirmed by the supplier. They are listed for inclusion in the next batch, which is planned to coincide with the full lifting of restrictions.

The survey will measure the speed, volume and type of vehicle – It also will produce data on how many and what percentage of vehicles are traveling at over the National Police Chiefs Council criteria for enforcement. This together with Police data on the number of collisions in the last three years, will produce a score under the speed management policy to prioritise the location for further review or consideration for mobile camera enforcement by Safer Roads Humber.

Heavy Goods Vehicles

We will assess the level of HGV traffic on receipt of the surveys and review the matter then. We are finding at present, that because of the various lockdowns and movement restrictions HGV traffic as a percentage of overall traffic has increased, giving an impression that there are more HGVs on the road, but this is mainly because other traffic has decreased.

Designated Lorry Route

Please see FOI response-.

Works in the Highway

The orange paint marks will have been placed by our Highway Maintenance teams in preparation for patching works, this is not something which the Traffic Management Team are involved with, or are ever informed of. Whilst the Council does have a rolling programme of planned annual maintenance where large scale operations such as the surface dressing programme, which are advertised in advance, these particular works are small-scale ad-hoc maintenance funded from a separate budget and not something which would be advertised or consulted on.

I have spoken to the Engineer responsible for this scheme and am told that the works themselves are likely to take place over the summer, during school holidays, although the timing is dependent on many factors. Residents will be informed if there are likely to be road closures. I am not sure if you are aware but works that are taking place in the highway can be viewed on [roadworks.org](https://www.roadworks.org).

In the meantime the Traffic Management team continues to work with partner organisations such as Humberside Police, Community Speedwatch and Safer Roads Humber on addressing matters of road safety. Although matters may not move as quickly as perhaps residents would like, we would like to reassure you that we do take the concerns of residents seriously.

Regards,

Lianne Darbinson CEng EngTech MICE FIHE
Senior Engineer
Traffic Management

2021/06/09 To discuss issue of dog fouling along Hariff Lane and consider purchasing a bin or signage

A bin could be located on Hariff Lane where the railway crosses the road, as it is a popular dog walking route.

There is £500 in the budget for either a litter bin or upgrading more parish council owned street lights to LED bulbs.

2021/06/10 To agree to set up a working group to plan The Queens Platinum Jubilee beacons on 2nd June 2022

LIGHTING BEACONS

2ND JUNE 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June next year, of which The Queen's Platinum Jubilee Beacons is part, I have pleasure of sending you the first edition of the Guide To Taking Part. **As a previous participant in a beacon event, I like to invite you to participate again.** The beacon lighting event will take place throughout the United Kingdom, the Channel Islands, Isle of Man, UK Overseas Territories and for the first time, in each of the capital cities of the Commonwealth countries on the 2nd June next year.

2021/06/11 To discuss cemetery memorial rose border



2021/06/12 To consider quotes for repairs at the play area

Goal ends

Quote from Thompson Fencing for goal end with open sides for access, to remove current frames and supply and fit replacement goal end frame, 50mm box section with 20mm solid vertical bars galvanised and powder coated yellow

Price for each end, supply and fit - £1060 ex vat

Repairs

The play area committee inspected the play area on Thursday 17th June and made the following recommendations for repairs based on Playdale Playgrounds quote:

Replacement timber on little hamlets £110.59 – low risk

LH002	2050mm 100mm Vertical Pole	1.00	110.59	110.59
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New fixings on net £22.35 – moderate risk

F501	Polyfix T Joint + Screw Black	5.00	2.52	12.60
F500	Polyfix Std Joint + Screw Black	5.00	1.95	9.75



Plus £58.78 for sorting out loose fixings on the little hamlets and junior multi play

Playdale have been contacted to provide a revised quote for the delivery and installation of the above items.

2021/06/13 To discuss arrangements for the best kept allotment's competition

One winner
Two runners up

Judging to look at the following areas:

- Variety of produce
- Use of space
- Weed control
- Sustainability / environment – use of rainwater conservation, wildlife friendly plants

Winner - £25 national gardens gift voucher and certificate

Runners up - £15 national gardens gift voucher and certificate

Total prizes to approve using S137 powers is £55, to come out of allotment budget

Judging to take place July/August either by allotments committee or neighbouring parish council with allotments.

2021/06/14 To agree online banking access for the village hall clerk and amend the terms of reference accordingly

See suggested amended text in bold to the finance section of the T of R:

Finance

1. Banking will be through a separate Burstwick Village Institute Management Committee account
2. **The Village Hall Clerk will be the Primary User of the Business Internet Banking service and will have access to the village hall online accounts. They will be able to make payments solely and will be able to delegate access to other users if needed**
3. **The Primary User will be permitted to apply for a business credit card, accept credit card conditions and enter into a credit agreement.**
4. There will be four bank signatories – 2 parish councillors, 1 voting non-councillor and the Village Hall Clerk
5. A separate village hall cash book will be kept by the village hall clerk and this will be shared with the RFO of the council (parish clerk)
6. The accounting year will run from 1st April to 31st March the following year
7. All receipts must be submitted to the village hall clerk; **all cheques and** cash received shall be banked **as soon as practicable, at least once per month** and intact with receipts issued **for cash payments**, cheques are made out to Burstwick Village Institute, or BACS payments can be made into the Fund bank account.
8. Cheques must be signed and the stub initialled by two signatories for the account, one must be a parish councillor

9. The village hall clerk will provide a list of payments and receipts to the committee before or at each meeting, this will be shared with the RFO
10. An End of Year Statement of Accounts and bank reconciliation will be submitted to the parish council
11. To ensure end of year accounts are audited in line with requirements
12. To ensure annual return is made to the Charities Commission in line with requirements
13. All monies raised by the village hall committee will be used solely for the ongoing maintenance of the village hall and to support the charitable objects

2021/06/15 To approve training costs for Cllr. James

Cllr. James is booked on to attend:

Internal controls on 20th July

Finance for Councillors on 21st July

Total cost of £40 plus VAT

2021/06/16 To review electronic payments and discuss if they should continue or revert back to cheque payment

The parish Clerk / RFO has been making electronic payments since March 2020. Is the Council happy to continue with electronic payments using the system that has been devised, as follows:

No payments made until schedule of payments has been approved by the council (apart from payments on scheduled Direct Debits and Standing Orders - these are clearly identified on the schedule)

Payments are made after the meeting as per the schedule and bank statement is circulated as evidence correct payments have been made.

Cheques may still be used when a payment is larger than the daily limit for online transactions on the parish council account.

2021/06/17 To agree payments in accordance with the budget

Additional Payment for May 2021

Description	Amount	VAT
Gardener's expenses - plants (paid 28th May)	100.00	16.67

Additional Receipts for May 2021

VAT return (received 24th May)	880.65	
Water bill credit (received 27th May)	15.36	
	896.01	

June 2021 Accounts

Description	Amount	VAT
Grasslands Ltd - play area cuts 4 & 5	186.64	31.10
Cllr. Tong - reimbursement for postcrete for noticeboard	10.99	1.83
Glazik Kershaw - payroll provider	44.40	7.40
HMRC - tax	6.00	
Staff salaries for June (3 part time staff)	1,054.54	
W Beadle - gardener's expenses (June)	TBC	
Credit card:	544.79	
Zoom subscription for May £14.39		2.40
Earth Anchors allotments noticeboard £530.40		88.40
	1,838.36	

Receipts

Northern Powergrid wayleave payment	1.86	
Cemetery fees	160.00	
Allotment rents	66.00	
Allotment rents	17.00	
	244.86	

2021/06/18 Items for next month's agenda