

# BURSTWICK PARISH COUNCIL

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## To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council held via Zoom video conference on Thursday 25<sup>th</sup> February 2021 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 19.02.2021

## AGENDA

- 2021/02/01 To note apologies for absence
- 2021/02/02 Councillors to disclose their interests in matters to be discussed
- 2021/02/03 Members of the public are invited to address the council
- 2021/02/04 To confirm the minutes of the meeting held on 28<sup>th</sup> January 2021
- 2021/02/05 To receive the clerks report and councillor updates
- 2021/02/06 To note correspondence received
- 2021/02/07 To consider planning applications received and note planning decisions
- 2021/02/08 To discuss road safety in the village and receive any updates on action taken
- 2021/02/09 To consider cost of new noticeboard for the allotments
- 2021/02/10 To agree to purchase a banner to support NHS, social care and frontline workers day on 5<sup>th</sup> July 2021 using S137 powers
- 2021/02/11 To discuss purchasing dog fouling signs from Keep Britain Tidy
- 2021/02/12 To discuss garden waste spilling onto Woolam Hill path
- 2021/02/13 To adopt updated Equal Opportunities Policy
- 2021/02/14 To adopt updated Health and Safety Policy
- 2021/02/15 To review staff salaries for 2021-22
- 2021/02/16 To agree payments in accordance with the budget
- 2021/02/17 Items for next month's agenda

**The next meeting of Burstwick Parish Council is on Thursday 25<sup>th</sup> February 2021 at 7.30pm on Zoom**

### **2021/02/05 To receive the clerks report and councillor updates**

Clerks report on previous decisions taken, actions and issues:

- The annual independent inspection of the play area will take place in March by the Play Inspection Company.
- Clerk has received 3 sets of coloured LED bulbs from Lumalite, blue bulbs are out of stock at the moment, hopefully will be delivered soon. Later in the year when restrictions are lessened Clerk will organise a bulb swap afternoon.
- February newsletter has been produced, due to COVID-19 it is only available electronically via social media and our website. A limited number of printed copies are available from the village shop and copies have been placed on the noticeboard.
- Clerk has restarted making enquiries to local landscape gardeners to get the War Memorial Gardens project re-started. We have some initial designs, but these need finalising, worked up and costed out to then enable the Council to apply for funding to complete the project. Again, Clerk is finding it difficult to find someone willing to even provide a quote, having been turned down by one organisation already, their waiting list is a year for an initial consultation!
- Clerk will be attending the Institute of Crematoria and Cemetery Management online training on 23<sup>rd</sup> and 24<sup>th</sup> February on transferring the exclusive right of burial – this is a major issue for the parish council cemetery and Clerk hopes to put in place a proper system to ensure this takes place going forward in the future
- Legislation that allows councils to hold remote meetings will expire on 7<sup>th</sup> May 2021, there is a duty this year to hold an Annual parish meeting, this must take place between 1<sup>st</sup> March – 1<sup>st</sup> June. It can be held remotely if organised before 7<sup>th</sup> May 2021. It normally takes place on the same day as the April parish council meeting. The parish council will also hold the annual meeting of the council in May, this could possibly be the first face to face meeting held depending on restrictions and legislation.

### **2021/02/06 To note correspondence received**

Emails forwarded on to all councillors:

86/20-21 Ward Councillor Birch, letter regarding the planning permission at the West Newton site for Rathlin UK

87/20-21 ERNLLCA newsletter

88/20-21 Humberside Police Parish and Town Council newsletter for January

89/20-21 Survey of Town and Parish Councils in East Riding on the subject of a joint mayoral authority of East Riding and Hull

Burstwick Parish Council  
Supporting papers for parish council meeting on 25<sup>th</sup> February 2021

90/20-21 ERYC Guidance on remote meeting legislation ending on 7<sup>th</sup> May 2021

91/20-21 ERYC Decision notice re: holiday lodge development on site of Sangwin Concrete

92/20-21 Holderness Health Town and Parish Council forum on 29<sup>th</sup> March 2021

93/20-21 Privy Council re: Final Order regarding closure of All Saints Churchyard

94/20-21 ERNLLCA Holderness District Meeting on 23<sup>rd</sup> February

95/20-21 ERYC Covid-19 Members Briefing 11<sup>th</sup> February

96/20-21 Office of Police and Crime Commissioner February Newsletter

97/20-21 ERNLLCA Change of date for the Holderness District Committee meeting to 24<sup>th</sup> February

98/20-21 ERYC information regarding proposal for devolution

### **2021/02/07 To consider planning applications received and note planning decisions**

#### **New applications:**

20/03956/PLF

Construction of dormer window to the rear and erection of single storey extension to rear (AMENDED SCHEME of 20/01559/PLF) 4 Sharp Avenue, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/03956/PLF>

21/00181/PLF

Single storey extension to side  
The Villa, Station Road, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/21/00181/PLF>

20/01576/PLF

Erection of service station building incorporating a convenience store(with sale of alcohol), café and associate parking following demolition of existing building (AMENDED SCHEME)  
Burstwick Service Station, Ellifoot Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/01576/PLF>

20/03617/PLF

First floor extension to rear (AMENDED PLANS)  
17 Churchill Rise, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/03617/PLF>

**Decisions to note:**

20/02861/PLF

Change of use of land to a holiday lodge development comprising 29 lodges, reception/recreation building, construction of a lake and associated landscape and infrastructure following demolition of existing buildings

Planning permission granted by ERYC subject to conditions.

**Appeals to note:**

None

**2021/02/08 To discuss road safety in the village and receive any updates on action taken**

The following email was sent to Lianne Darbinson at ERYC on 4<sup>th</sup> February.

*Dear Lianne*

*Thank you for your email dated 18<sup>th</sup> January. The parish council appreciates the time you have taken to listen to our concerns. Your email was more positive than others received from ERYC over the last year or so, which is encouraging.*

*In your email, you mention a couple of actions that the parish council were unaware of, including placing the village back into the speed management procedure and surveys that were planned for Autumn 2020.*

*I would be grateful if you could keep us informed of timescales and progress, as all too often the parish council is the last to know.*

*As you know, we are awaiting our speed watch training, which I hope will happen shortly after this current lockdown ends.*

*Kind regards*

*Rose*

*Rose Blackburn  
Clerk to Burstwick Parish Council*

**2021/02/09 To consider cost of new noticeboard for the allotments**

The allotments budget currently has £773.19

Noticeboard to be used by tenants and parish council for communication purposes.

Keys to be held by one tenant and parish clerk.

Prices from Greenbarnes Ltd



Rose Blackburn  
 Burston Parish Council  
 Burston  
 East Yorkshire

**QUOTATION**

Ref No. 24029/1  
 Dated 05/02/2021  
 Contact Rose Blackburn  
 Tel 01964 670 887  
 Fax  
 Mobile

Dear Rose,

Further to your enquiry, please find below details of our quotation for supply of the items required. Please refer to the foot of the main quotation for details including costs of available options and variations.

**Re : Aluminium Af58 6A4 Noticeboard with Posts (Standard Magnetic Display Surface)**

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	AF58/6A4/PG/GREEN	AF58 Aluminium Noticeboard 6A4 Side Hinge O/A size 750 wide x 750 high x 58mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL6005 Green  Supplied with 6 x 20mm Magnetic Discs in White (as MD2/AF)	£284.81	£284.81
B	1	HEAF58/6A4B/GREEN	External Header Panel for AF58/6A4 Noticeboard, Bow Pattern, (235mm high) Powder-coated RAL6005 Green	£56.82	£56.82
C	19	SLAF	Signwriting for AF headers, Cost per character in vinyl lettering.  Times or Arial font ? White, Black or Gold vinyl ?  BURSTWICK ALLOTMENTS	£3.12	£59.28
D	1	APF6040/GREEN	AF 60mm x 40mm x 2600mm aluminium posts, for end fixing to noticeboard, (per pair), Powder-coated RAL6005 Green	£180.53	£180.53
E	1	DELA58/6A4	Carriage AF58/6A4 Noticeboard	£43.59	£43.59
				<b>Sub Total</b>	<b>£625.03</b>
				<b>VAT</b>	<b>£125.01</b>
				<b>TOTAL</b>	<b>£750.04</b>



## Greenbarnes Ltd.

**Rose Blackburn  
 Burstwick Parish Council  
 Burstwick  
 East Yorkshire**

### QUOTATION

**Ref No.** 24029/2  
**Dated** 05/02/2021  
**Contact** Rose Blackburn  
**Tel** 01964 670 887  
**Fax**  
**Mobile**

Dear Rose,

Further to your enquiry, please find below details of our quotation for supply of the items required. Please refer to the foot of the main quotation for details including costs of available options and variations.

#### Re : Aluminium Af58 6A4 Noticeboard with Posts (Self-heal Rubber Display Surface)

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	AF58/6A4/PG/GRE EN	AF58 Aluminium Noticeboard 6A4 Side Hinge O/A size 750 wide x 750 high x 58mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL6005 Green	£284.81	£284.81
B	1	HEAF58/6A4B/GRE EN	External Header Panel for AF58/6A4 Noticeboard, Bow Pattern, (235mm high) Powder-coated RAL6005 Green	£56.82	£56.82
C	19	SLAF	Signwriting for AF headers, Cost per character in vinyl lettering.  Times or Arial font ? White, Black or Gold vinyl ?	£3.12	£59.28
BURSTWICK ALLOTMENTS					
D	1	SHAF58/6A4	Self-healing Pin Board (Grey) For AF58/6A4 Noticeboard	£70.54	£70.54
E	1	APF6040/GREEN	AF 60mm x 40mm x 2600mm aluminium posts, for end fixing to noticeboard, (per pair), Powder-coated RAL6005 Green	£180.53	£180.53
F	1	DELAF58/6A4	Carriage AF58/6A4 Noticeboard	£43.59	£43.59
<b>Sub Total</b>					£695.57
<b>VAT</b>					£139.12
<b>TOTAL</b>					£834.69



There are options that can be removed to reduce the price including the powered coating in green, header panel and signwriting and self-healing pin board.

A green noticeboard, on legs, with magnetic display without header totals £508.93 plus VAT (£101.79) £610.72

**Prices from Earth Anchors**

Noticeboard powder coated in green, legs, magnetic display, no header total £484.80



TEL: 020 8684 9601  
✉ info@earth-anchors.com


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## NOTICE BOARDS



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### Your Shopping Bag

Item	Price	Qty	Subtotal	
 <p><u>Single door 6 x A4 750mm height x 750mm width</u>                      Notice board finish options: Finished in green RAL 6005; Header board: No header board required; Posts: Colour coated concrete in post kit; Other options include: Spare magnets (pack of 10) <a href="#">Change</a></p>	£369.00	× 1	£369.00	
				Items £369.00
				Estimated Shipping £35.00
				VAT £80.80
				<b>Total £484.80</b>

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Same noticeboard with a header totals £584.40



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✉ info@earth-anchors.com


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## NOTICE BOARDS



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### Your Shopping Bag

Item	Price	Qty	Subtotal	
 <p><u>Single door 6 x A4 750mm height x 750mm width</u>                      Notice board finish options: Finished in green RAL 6005; Header board: Sign written (lettering only) Rectangular header board; Posts: Colour coated concrete in post kit; Other options include: Spare magnets (pack of 10) <a href="#">Change</a></p>	£452.00	× 1	£452.00	
				Items £452.00
				Estimated Shipping £35.00
				VAT £97.40
				<b>Total £584.40</b>

Your cart contents are stored here for 30+ days so you can return anytime.

**2021/02/10 To agree to purchase a banner to support NHS, social care and frontline workers day on 5<sup>th</sup> July 2021 using S137 powers**


The WI would like to hold an afternoon tea and would like the parish council to consider funding a banner for the event.

They are a fixed price and design as follows:

**Banner**

Manufactured from 212gm Polytex HD Display polyester, and will be digitally dye printed using Rainbow Tech disperse dye creating vibrant, durable, washable colours. The banner is single thickness, the design prints single sided only, hemmed all round, 38 mm heading sewn on the back of the banner on all sides, and eyelets.

Banner 72 inches by 32 inches	@ £ 49.02 each
Digital print - CMYK, single thickness, hemmed, 38mm tape, 10 eyelets	
Banner 120 inches by 36 inches	@ £ 64.38 each
Digital print - CMYK, single thickness, hemmed, 38mm tape, 14 eyelets	



See <https://www.nhsfrontlineday.org/> for more info

**2021/02/11 To discuss purchasing dog fouling signs from Keep Britain Tidy**

As discussed at the January meeting, dog fouling in the village is an ongoing issue. ERYC do provide a number of free resources, but they are not very inspiring. Clerk currently has approx. 50 lamppost stickers, a couple of posters and 200 postcards.

Keep Britain Tidy has several key catching resources which the council has purchased in the past.

**There's no such thing as the dog poo fairy**

- 10 A4 posters
- 10 bin stickers
- £60 plus VAT





**‘We’re watching you’ package – glow in the dark eyes**

The council has previously purchased these signs and only one remains at the village hall.

Can’t purchase the bin stickers alone – has to be with the signs, the normal minimum order is 10 signs but clerk has negotiated 5 due to the cost.

5x A3 correx glow in the dark signs (£25 per sign) £125

Choice of two signs

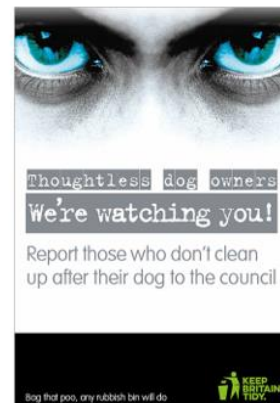
Bin stickers @ £5 each

**SIGN 3**



“Positive reinforcement”

**SIGN 4**



“Peer influence”

**2021/02/12 To discuss garden waste spilling onto Woolam Hill path**

**2021/02/13 To adopt updated Equal Opportunities Policy**

**2021/02/14 To adopt updated Health and Safety Policy**

**2021/02/15 To review staff salaries for 2021-22**

The parish council did not review staff salaries for the forthcoming financial year last autumn as part of the appraisal process due to the clerks request for a job evaluation, which the parish council agreed to. ERNLLCA have completed the review.

Due to the ongoing economic impact of Covid-19 and lack of budget provision, it is suggested that all staff remain on their current salary points and any cost-of-living increase agreed by the government be applied in 2021-22 financial year.

**2021/02/16 To agree payments in accordance with the budget**

**Payments at Friday 19<sup>th</sup> February 2021**

**February 2021 Accounts**

**Payments**

<b>Description</b>	<b>Amount</b>	<b>VAT</b>
Lumalite - coloured LED bulbs for xmas lights S137	156.00	26.00
FG Adamson - annual service for sit-on mower	389.33	64.88
DA & CA Duckton - allotment hedge cutting	86.40	14.40
Business Stream - allotments water bill	105.61	
Glazik Kershaw - payroll provider	44.40	7.40
Staff salaries for February	881.41	
Gardeners wage	tbc	
Credit card:	22.31	
Zoom subscription £14.39		
Post Office stamps £7.92		
	<hr/>	
	<b>1,685.46</b>	

**Receipts**

NS& I Investment Account yearly interest	119.85
Cemetery fees	220.00
Headstone fee	50.00
East Carr Lane - Right of Way fee	25.00
	<hr/>
	<b>414.85</b>

**2021/02/17 Items for next month's agenda**