

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 on Thursday 25th June 2020 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 19.06.2020

AGENDA

- 2020/06/01 To note apologies for absence
- 2020/06/02 Councillors to disclose their interests in matters to be discussed
- 2020/06/03 Members of the public are invited to address the council
- 2020/06/04 To confirm the minutes of the meeting held on 28th May 2020
- 2020/06/05 To receive the clerks report and councillor updates
- 2020/06/06 To note correspondence received
- 2020/06/07 To consider planning applications received and note planning decisions
- 2020/06/08 To discuss outcome from road safety meeting held in March
- 2020/06/09 To review parish council projects and timescales
- 2020/06/10 To receive a report from recent allotments inspection
- 2020/06/11 To discuss hosepipe usage on the allotments
- 2020/06/12 To discuss Burstwick in Bloom 2021
- 2020/06/13 To discuss a strategy for developing sports facilities in the village
- 2020/06/14 To discuss findings from recent play area inspection
- 2020/06/15 To agree operational risk assessment for 2020-21
- 2020/06/16 To review asset register for 2020-21
- 2020/06/17 To agree payments in accordance with the budget
- 2020/06/18 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 30th July at 7.30pm, venue TBC

2020/06/05 To receive the clerks report and councillor updates

Clerks update

- Delayed allotment rent letters were sent out on 1st June, as of Friday 19th June tenants 38 have made payment, 10 are outstanding
- Renewed the parish council website domain for a further 2 years
- Parish Council has received the VAT refund for 2019-20 financial year totalling £1849.77 – which will be shared across budget headings for this financial year
- As agreed, letters were sent out to 1 and 2 The Cottages, in response to recent issues with the allotments
- Documents have been sent off to the external auditor for the Annual Governance and Accountability Review (AGAR) 2019-20 financial year, key documents will be uploaded to our website and posted on the notice boards in July for the exercise of public rights. Clerk has spent time editing the audit section of the website to make it clearer and easier to access documents
- ERYC have completed works to remove the informal layby on Ellifoot Lane – with soil and grass seed and three concrete bollards to stop traffic pulling in

2020/06/06 To note correspondence received

Crime data

None received

Emails

16/20-21 ERNLLCA newsletter

17/20-21 Humberside Police Street Beat newsletter for May

18/20-21 ERNLLCA newsletter

Letters

None received

2020/06/07 To consider planning applications received and note planning decisions

New applications (2):

20/01559/PLF Two storey rear extension

4 Sharp Avenue, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/01559/PLF>

20/00866/PLF single storey extension to side following removal of existing conservatory

Windy Hill, Appleby Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/00866/PLF>

2020/06/08 To discuss outcome from road safety meeting held in March

This is the email received from ERYC following the site meeting held on 10th March.

Dear Burstwick PC,

Further to our recent correspondence and site visit on Main Street, Burstwick.

As the local Highways Authority we have a duty to maintain the public highways to a reasonable standard. We cannot however control the decision making of those drivers who are permitted to travel on them. Unfortunately, some individuals will often exceed the posted speed limit; fail to look out for pedestrians and even not give way when a pedestrian has moved onto a Zebra Crossing.

We are satisfied however that traffic speeds through the village, especially in the vicinity of the Zebra Crossing, are generally well managed. This is reflected in the fundamentally good road safety record within the village which shows there has been nine injury collisions during the last five years. More than this, I'm sure you'll be pleased to know this represents a 44% reduction on casualties compared to the previous five years.

As stated by EYRC last October; the Parish Council needs to understand that we have fundamentally exhausted measures which our team can provide. Large traffic calming features such as speed cushions and chicanes are reserved at sites where there is a proven history of collisions resulting in injury. As of last October Burstwick did not meet the criteria and the situation is improving not deteriorating.

The Community Speed Watch initiative is only conducted on single carriageways that are subject to a 30mph or 40mph speed limit; see info here

<https://www.humberside-pcc.gov.uk/Community/Community-Speed-Watch.aspx>

We only undertake surveys to determine enforcement and not for any other reasons. As another survey would probably only show what we aware of, unless the advisory 20mph is

removed, we would not undertake a further study. Even if the advisory 20mph was removed, due to the unprecedented nature of current events that have since escalated, we would not recommend carrying out any surveys at this time as any data obtained is likely to be widely inaccurate in real terms.

There are more than sufficient warning signs and road markings on Main Street to highlight to drivers there are a series of bends ahead and the presence of school children. We do appreciate your recent comments regarding;

- Condition of the carriageway at the Zebra Crossing. I believe that pothole maintenance has since been completed here and the Area Engineers are aware of this location for long-term maintenance, as and when funding will allow.
- Lack of signage at the School Keep Clear markings. Whilst the road markings are not in perfect condition we have raised the maintenance of these and again this will be addressed as and when funding will allow. With regards signage to enforce these markings, with the best will in the world, enforcement will not be as frequent as you wish and therefore the markings ultimately need to be self-enforcing. As it will only be parents at the school causing problems here, our initial proposal would be to recommend dialogue between the school and the parents to alleviate this issue.
- Footway access. We agree that the inconsistent provision of dropped kerbs is awkward for a number of pedestrians and non-motorised users. Again, we have passed this to the Area Engineer and we hope this can be rectified.

I understand this is unlikely to be the response you were hoping for however I hope you can appreciate the Council's stance at this time.

Yours sincerely,

Traffic and Parking

Tel: (01482) 393939

Web: www.eastriding.gov.uk

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Facebook: www.facebook.com/eastridingcouncil

2020/06/09 To review parish council projects and timescales

Burstwick Parish Council Projects 2020-21 Update

Project	Progress to date	Next steps	When
Road safety – engineering, road markings, road surfaces and signs	Meeting held on Wednesday 10 th March with Ben Larder from ERYC Email was received from ERYC on 27 th March	Review email at June meeting and draft a response	June meeting
Road safety – Community Speed watch	Council agreed to set up a speed watch in February PC meeting – minute ref 20/02/08 Site meeting with Wayne Goodwin was organised for Thursday 26 th March Meeting was cancelled due to Coronavirus	Meeting to look at sites could be re-arranged if social distance rules are observed	July
VE Day afternoon Tea Friday 8 th May	Costs were agreed at February meeting Event was cancelled due to Coronavirus	Look to re-arrange once restrictions are lifted, Government mentioned August VJ day?	August at earliest depending on Gov advice
Community litter pick	Costs were agreed at February meeting Litter pick was arranged for Saturday 4 th April Event was cancelled due to Coronavirus	Look to re-arrange once restrictions are lifted, may not happen until next year	Autumn at earliest or Spring 2021
Allotment hedge planting	Free hedge plants were received from The Woodlands Trust and were planted on 14 th March	Are they being watered? Were they enough? Does the council need to apply for more?	

Community Wellbeing Event	Cllr. Waddingham to bring format and costs to July meeting to approve For an event in September.	Can only happen once restrictions are lifted – do we look to plan this event for next Spring	Spring 2021
Honorary Freedom of Parish	In the February meeting it was agreed to award this Honor to Rosalie Angell	Council can proceed in agreeing costs of scroll and frame and get these ordered. The award is usually made in person at the Annual Parish meeting in April – this meeting was cancelled, so this will have to wait until restrictions are lifted.	July meeting
To develop war memorials garden project, to create a landscaped garden from the war memorial to the Christmas tree. To improve accessibility to the memorial and provide new garden and seating area for the village.	Clerk rang several landscape gardeners at the start of the year to quote for the work using an outline design that Trish Hopper had drawn up – all three declined to quote	Plan to get this project re-started towards the end of this year	September / October
To purchase and install a Role of Honour board, to officially record names of people who have been awarded the freedom of the parish by the Parish Council	Not started (though there is money in the budget for this project)	Clerk could provide quotes to approve at a future meeting Community Chest Grant part fund this?	July / August meeting
To convert 2-3 of the parish council owned streetlights to LED bulbs	Not started (though there is money in the budget for this project)	This depends on when ERYC do work in the village – clerk could email to find out	TBC
Allotments – to re-number all plots with new marker posts	Not started	Any ideas who could quote for this work locally? The original plot markers were concrete	TBC
Best Kept Allotments Competition	Not started	Does Council want to run competition this year?	TBC

Cemetery – to maintain new memorial rose border and look to offer memorial roses for purchase	Rose border planted Jan 2019 and they are now established	Council needs to approve costs of ‘purchasing’ a memorial rose	July meeting
Play area - Remove algae, deal with any rough edges, and treat equipment with wood preservative	Not started – while play area is closed its a good opportunity to do this work	Council to seek quotes locally for this work	July meeting
Play area - Service roundabout	Not started	Clerk seek quote from Playdale	July / August
Play area - Install 1 or 2 new pieces of equipment to replace the two balance beams and stepping logs at the end of adventure trail	Not started – will need to choose items (school to help again with this)	Play area committee/clerk to propose items that could be included	September / Oct
Play area - Review goal nets and signage at multi-games area	Not started	Play area committee to make recommendation	June / July meeting
Play area – review surfaces	This work was waiting until new equipment installed and ground dried	Tony Grassby has included this work in his quote	June/July

2020/06/10 To receive a report from recent allotments inspection

Report to follow.

2020/06/11 To discuss hosepipe usage on the allotments

Tenants were reminded in their rent letters that hosepipe usage at the allotments is prohibited, as stated in the tenancy agreement.

Clerk has received numerous enquiries as to whether hosepipes can be used to fill up tenant’s own water butts.

2020/06/12 To discuss Burstwick in Bloom 2021

Information to follow.

2020/06/13 To discuss a strategy for developing sports facilities in the village

Information to follow.

2020/06/14 To discuss findings from recent play area inspection

Play area committee and clerk carried out an operational inspection on Thursday 11th June.

The play area remains closed as per government guidance.

However, it did look dishevelled and uncared for.

Council to agree to seek local quote for the following work:

- All equipment to be washed down and any graffiti removed
- Fill any small splits in the wood with an appropriate filler
- Review all equipment and remove any sharp edges
- Treat all wood – with neutral/clear safe wood preservative
- Clear away weeds from cone climber matting and roundabout
- Possibly recut grass / tidy or strim tufts
- Repair hole in wetpour surface (repair kits costs from £30)

Committee also looked at the goals at the games area and suggested installing a section of 1.8m high bow top fencing, painted yellow – to prevent kicked balls from flying across the rest of the play area

Is council in agreement with this? Can quotes for this work be sought?

2020/06/15 To agree operational risk assessment for 2020-21

This lengthy document was due to be approved at the March meeting. It was circulated to all councillors on Thursday 12th March.

No comments were received.

NALC has issued guidance about covid-19 risk assessments which the clerk will read and produce any extra assessments if required

2020/06/16 To review asset register for 2020-21

Again this should have been reviewed in May as part of the annual meeting of the Council.

This records all land, building and equipment owned by the parish council and is kept up-to-date and shared with insurance provider each year in November.

	Description of Asset	Date of Purchase	Funded by	Purchase Cost
	War Memorial	not known		1.00
	Allotment land	not known		135.00
	Cemetery land	Dec-66		100.00
	Polycarbonate Bus Shelter	Sep-04		3,466.00
	HP Laserjet P1006 printer	Jul-08		90.00
	2 x Hidrostal superhawk pumps	May-12	Environment Agency?	58,500.00
	Metal shed	2012-13	SWG	382.45
	Salt spreader/snow plough	2012-13	SWG	248.90
	Snow shovels	2012-13	SWG	39.92
	Life jackets x 4	2014-15	SWG	219.96
	Chest waders	2014-15	SWG	109.94
	Portable heaters and gas x 4	2014-15	SWG	516.46
	Megaphones x 2	2014-15	SWG	112.40
	Two way walkie talkies	2014-15	SWG	84.99
	Various torches	2014-15	SWG	96.68
	Storage boxes, blankets & rope	2014-15	SWG	130.89
	Amenity land - festive field	01/04/2015	Commuted Sums	20,000.00
	Husqvarna 216 sit on mower	30/06/2015	Commuted Sums	3,332.49
	Defibrillator	01/12/2015	LGF - grant	1,270.00
	Epson EB-S04 projector	02/12/2015	ERYC	250.00
	Christmas lights	13/11/2015	Ins claim	880.43
	Viking MTB650T lawnmower	Feb-16	Ins claim	482.00
	Metal post box	02/03/2016	15/16 budget	150.00
	Defibrillator	May-16	16/17 Budget/grant	1,381.75
	Benches x 4	Jun-16	Commuted Sums	2,028.92
	Litter bin	Jun-16	16/17 budget	377.00
	Foldable display boards	Nov-16	16/17 budget	52.00
	Streetlights x 21	Various dates	Budget/PWLB	Not known
	Play area equipment x 16 pieces	Transfer 15.12.16	N/A	N/A
	Play area benches x 2	Transfer 15.12.16	N/A	N/A
	Wooden noticeboard	Mar-17	Wind Farm grant	1,150.00
	Precast concrete shed	Apr-17	Ins claim/17/18budget	1,252.00
	Brick planters x 2	Aug-17	Grant/17/18 budget	1,360.00
	Cast metal village sign x 2	Oct-17	17/18 budget	390.00
	Beacon (pole and basket)	Mar-18	Commuted Sums	750.00
	Play area benches x 2	Jun-18	Wind Farm grant/budget	820.00
	Laminator	Jun-18	18/19 budget	15.99
	3 draw metal filing cabinet	Oct-18	18/19 budget	115.00

Burstwick Parish Council

Supporting papers for parish council meeting Thursday 25th June 2020

Water fire extinguisher	Oct-18	18/19 budget	28.99
50m temporary safety fencing	Oct-18	18/19 budget	20.35
10xfencing pins	Oct-18	18/19 budget	54.50
Nokia 3310 mobile phone	Mar-19	18/19 budget	15.83
Litter pickers x 30	Mar-19	18/19 budget	108.90
Potting bench	Apr-19	19/20 budget	50.00
Litter bin	Jun-19	19/20 budget	377.00
Water butts x 4	Jul-19	19/20 budget	99.80
Litter bin	Oct-19	19/20 budget	377.00
Noticeboard No 2	Oct-19	19/20 budget/grant	1,161.00
Metal dispenser for dog waste bags	Oct-19	19/20 budget	79.00
Dell Inspiron 15 5593 laptop	Jan-20	19/20 budget	357.50
HP Laserjet MFP 179fnw	Jan-20	19/20 budget	158.33

2020/06/17 To agree payments in accordance with the budget

As of Friday 19th June 2020

June 2020 Accounts

Payments

Description	Amount
Glazik Kershaw - payroll provider	44.40
HMRC	TBC
Staff salaries for June	842.17
W Beadle Gardeners wage	TBC
Gardeners expenses	TBC
Credit card:	54.19
Stamps £7.80	
Zoom subscription £14.39	
Credit card annual fee £32.00	
	940.76

Receipts

VAT refund	1,849.77
Bank interest	3.00
Allotment rents	118.00
Allotment rents	380.00
Allotment rents	59.00
Total	2,409.77

2020/06/18 Items for next month's agenda