

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 by Zoom video conference on 27th August 2020 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 21.08.2020

AGENDA

- 2020/08/01 To note apologies for absence
- 2020/08/02 Councillors to disclose their interests in matters to be discussed
- 2020/08/03 Members of the public are invited to address the council
- 2020/08/04 To confirm the minutes of the meeting held on 30th July 2020
- 2020/08/05 To receive the clerks report and councillor updates
- 2020/08/06 To note correspondence received
- 2020/08/07 To consider planning applications received and note planning decisions
- 2020/08/08 To discuss allotments petition
- 2020/08/09 To agree to employ professional service to complete website accessibility assessment
- 2020/08/10 To agree response to ERYC Town and Parish Council Charter consultation
- 2020/08/11 To agree costs to purchase sample plaques for memorial roses
- 2020/08/12 To consider designs and costs for role of honour board
- 2020/08/13 To discuss plans to resume face-to-face parish council meetings
- 2020/08/14 To review staff risk assessments
- 2020/08/15 To agree payments in accordance with the budget
- 2020/08/16 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 24th September at 7.30pm, venue TBC

2020/08/05 To receive the clerks report and councillor updates

- Brief update on allotments – parish garden 48 has been re-let free of charge (until April 2021) to a new tenant, and the parish gardener has trimmed off the weeds from plot 22 and the next step is to get it ploughed and then split into 3 plots. As they are being ploughed I would look to offer these from the autumn
- The notice asking for quotes for the play area work has been put up, with deadline set at Monday 14th September, for consideration at the September meeting
- Following on from the village hall committee meeting held on 12th August, the village hall will be re-opening to established community groups who want to resume activities from 1st September. As agreed by the committee, the hall won't be available for private lets until further notice

2020/08/06 To note correspondence received

Emails:

26/20-21 Allotments petition from Mr Reynolds

27/20-21 Ministry of Justice re closure of All Saints Church Yard

28/20-21 Humberside Police newsletter for July

29/20-21 ERYC Town and Parish Council Charter consultation extension

30/20-21 ERNLLCA newsletter for July

31/20-21 Environment Agency Stakeholder newsletter

2020/08/07 To consider planning applications received and note planning decisions

New application:

20/01408/PLF

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

AMENDED PLANS – new position/route for vehicular access

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/01408/PLF>

Planning decisions to note:

None

Appeals:

None

2020/08/08 To discuss allotments petition

A petition was submitted on email by allotment tenant Barry Reynolds on Thursday 30th July. This was forwarded to all councillors.

On the petition itself, it does not clearly state what tenants have signed it for.

The email that came with the petition it states that tenants want the tenancy agreement changed to allow hosepipes to be used to fill water butts.

2020/08/09 To agree to employ professional service to complete website accessibility assessment

The council has a duty to conduct a website accessibility assessment to make sure it complies with international Web Content Accessibility Guidelines 2.1AA.

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector organisations to make sure reasonable adjustments are made to websites, so they are accessible to people with various disabilities including:

- Impaired vision
- Motor difficulties
- Learning difficulties
- Impaired hearing or deafness

From 23rd September 2020, all local authority websites must comply with the regulations.

Cllr. Tong has been working his way through the very lengthy guidance.

He has suggested the council buy in professional help to complete the assessment.

He has suggested using Jupiter Web Solutions – who are a local web designer.

www.jupiterwebsolutions.co.uk

They have done this work for a few parish councils including Hutton Cranswick – see

www.huttoncranswick.com and look for the logo in the top right hand corner.

Price for labour and the plug-in is £140.00

The council will also need an accessibility statement on the website which the clerk can draft up and get this approved in the September meeting.

2020/08/10 To agree response to ERYC Town and Parish Council Charter consultation

ERYC have drafted a charter that sets out shared values, aims and understanding that will underpin future relationship between ERYC and town and parish councils.

The charter and consultation questions were forwarded to all councillor on 13th August number FW 29/20-21

ERYC are seeking responses to the following questions:

1. To what extent do you agree with the shared values section in the charter?
2. To what extent to do agree with the shared aims section in the charter?
3. To what extent do you agree with the shared understanding section in the charter?
4. To what extent do you agree with the communications and respect section in the charter?

(Strongly agree, agree, neither, disagree, strongly disagree)

2020/08/11 To agree costs to purchase sample plaques for memorial roses

Clerk went to Calceus in Hedon to discuss requirements for the memorial plaques.

There will be one colour option – black aluminium (weatherproof) with engraved text infilled in white, with a narrow white border.

Two sizes

6"x3" =£46

4 3/4"x2" - £36

Calceus will make a sample in both sizes for half price.

Council to approve £41.00 to be spent to produce sample plaques that can be used in the marketing material / guidance / application form for this new service.

Suggested text:

In loving memory of

Matthew Carson

1929-2020

Loving husband and father

2020/08/12 To consider designs and costs for role of honour board

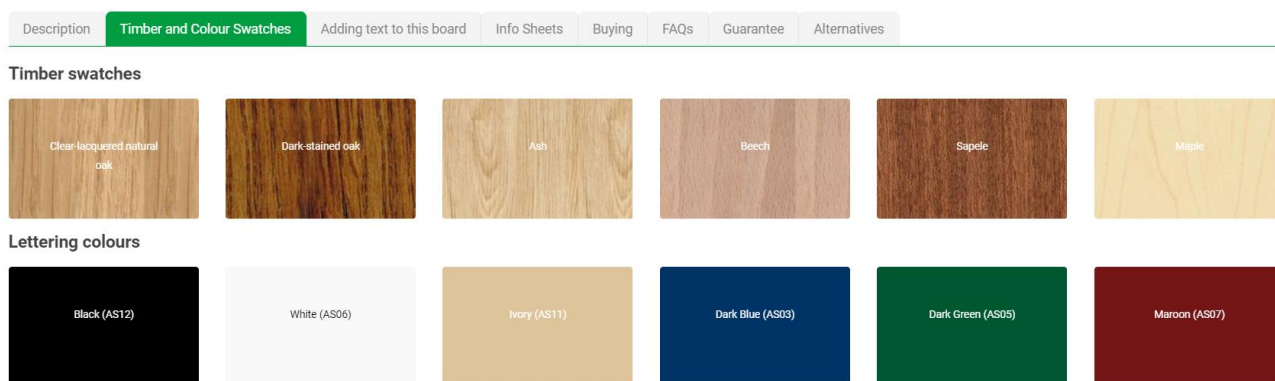
The budget is £250.00

www.greenbarnes.co.uk

Each board come in four shape choices – rectangle, gabled, radiused or bow topped

Choice of wood - Oak (clear lacquer or dark stained), ash, beech, sapele or maple

Choice of lettering – black, white, ivory, dark blue, dark green, maroon



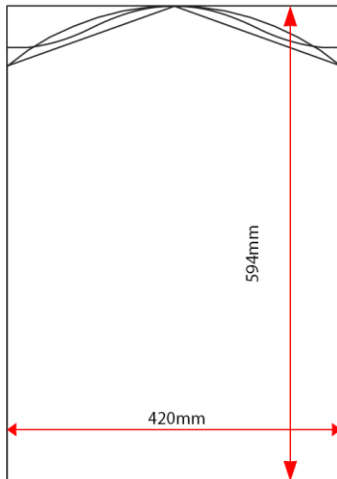
Standard specifications include:

- **Manufactured from 25mm solid hardwood**
- **Clear lacquered finish**
- **Supplied with fixing plates**
- **Suitable for vinyl or hand-painted lettering**
- **Pre-production layout proof supplied for approval before manufacturing commences**
- **Easily updated without the need to return the board to us (if using vinyl lettering)**

Solid hardwood, A2 portrait from £163.67

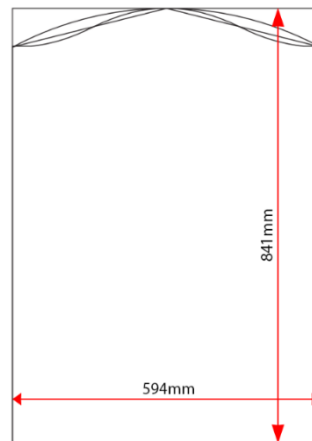
This beautifully crafted honours board can be supplied with or without lettering, logos, border lines and dividers and typically will accommodate approximately 15 – 20 inscription lines.





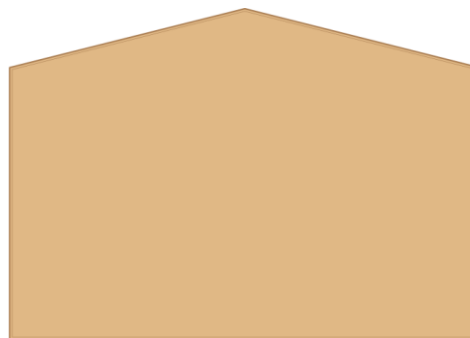
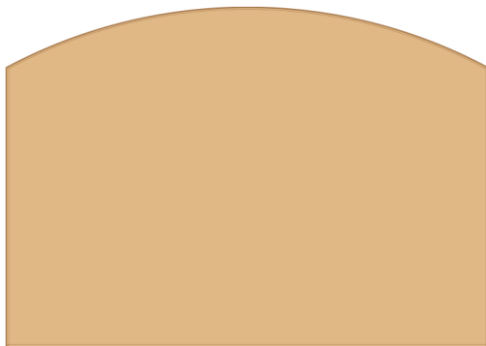
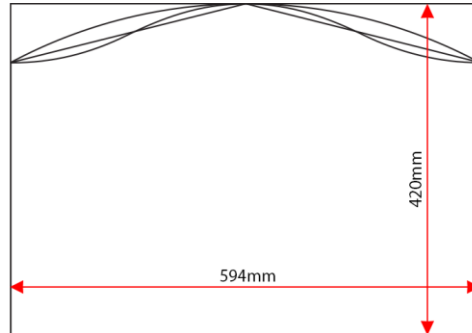
Solid hardwood – A1 portrait from £221.94

This beautifully crafted honours board can be supplied with or without lettering, logos, border lines and dividers and typically will accommodate approximately 20 – 25 inscription lines.



Solid hardwood A2 landscape – from £175.07

This beautifully crafted honours board can be supplied with or without lettering, logos, border lines and dividers and typically will accommodate approximately 20 – 30 inscription lines.



Text could include:

White Rose

Burstwick Parish Council

Honorary Freeman/Freedom of the Parish

List of names and dates

2020/08/13 To discuss plans to resume face-to-face parish council meetings

With the easing of lockdown rules, it is now possible to hold parish council meetings in person, albeit with the relevant safety and social distancing measures in place.

Is this something all councillors would be happy to do?

Following discussions with Andy, the village hall clerk and the committee, future parish council meetings will now be held in the village hall.

Clerk will inform the school and send a thank you card in September. Council will also need to thank the bowls club for moving their Thursday evening slot once a month.

The village hall committee recently held a face-to-face meeting and it went OK.

We will need to work through the following check list before meetings can resume:

NALC and SLCC CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING

Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face-to-face contact.

If the council wishes to consider returning to face-to-face meetings then there are a range of issues that will need to be addressed before this can take place. This checklist will help the council ensure this decision is made in accordance with relevant regulations and requirements.

Further guidance related to COVID-19 can be found on the NALC and SLCC websites.

	Item	Confirmed
1	There is no way for the council to conduct business except through a face-to-face meeting.	
	The council staff and councillors are unable to conduct business without a face-to-face meeting. <i>Note: The <u>government rules</u> still state that we should all work from home if we can.</i>	
	The council is unable to make use of telephone or online technology to conduct quorate council meetings. <i>Note: Local councils <u>have the powers</u> to hold public meetings remotely by using video or telephone conferencing technology until May 2021. Parish meetings do not have such powers to meet remotely.</i>	
	The council has a reasonable business need, or legal need to meet in person at this time. <i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 state that a public authority can only hold a gathering of over 30 people if certain conditions are met</i>	
2	Action has been taken to seek a number of options for an appropriate venue for the council meeting.	
	These venues comply with normal council meeting requirements.	

	<i>Note: NALC members can access <u>Legal Topic Note 5 – Parish and community council meetings</u>.</i>	
	The venues allow the public to observe council meetings with social distancing without placing restrictions on the number attending.	
	The venues conform with the government guidance for <u>multi-purpose community facilities</u> and for <u>council buildings</u> .	
	If the venue is not owned/managed by the council the owners have been asked for their risk assessment and what actions they are taking to reduce risk.	
3	There is a potential venue the council can use in compliance with the above requirements.	
4	The council understands and is acting in compliance with ‘safer workplaces’ guidance.	
5	The council has checked if there are councillors or staff that will be unable to attend face-to-face meetings due to health, disability or other reasons.	
	The council has considered how it will make reasonable adjustments to allow individuals with disabilities or other needs to take part in the meeting.	
	The council has considered a <u>hybrid approach</u> to meetings.	
6	A risk assessment has been conducted.	
	<p>Consideration has been taken towards what the council can do to reduce risk to councillors, staff and public including:</p> <ul style="list-style-type: none"> • Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself. • Staggering arrival times for staff, councillors and members of the public. • Ensuring seating is placed at least 2-metre apart. • Asking people to wear face masks. • Holding paperless meetings. • If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers. • Arranging seating so people are not facing each other directly. • Choosing a venue with good air flow, including opening windows and doors where possible <p><i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 require that the person responsible for organising the gathering has carried out a risk assessment and the organiser has taken all reasonable measures to limit the risk of transmission taking into account the risk assessment.</i></p>	
7	The council has decided, based on the risk assessment and with risk management actions that it is safe and appropriate to meet.	
8	All risk mitigating actions identified by the risk assessment have taken place.	

Burstwick Parish Council

Risk Assessment: COVID-19 Holding face-to-face meetings

Date: 17.8.20

What are the risks?				
The spread of coronavirus Covid-19				
Who could be harmed?				
Council staff, councillors and members of the public				
Controls required	Additional controls	Action by who?	By when?	Done
Handwashing Hand gel available at entrance to VH	Everyone attending the meeting to thoroughly clean hands for 20 seconds using the gel provided. Also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available in the hall. To help reduce the spread of coronavirus (COVID-19) public health advice can be found on - https://www.gov.uk/coronavirus	All		
Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.	Tables and chairs will be wiped down prior to the meeting and after the meeting.	Council to purchase cleaning wipes	Sept	
Social distancing The room will be set up to enable those attending to maintain a distance of 2m.	Councillors, clerk and public will sit at own tables 2m apart. The village hall already has signage and a one-way system in place. Doors and windows will be left open for ventilation.	All		

	<p>The meeting will be paperless, with all information relation to the meeting being projected on a screen.</p> <p>You may voluntarily wear a face covering, but may be asked to lower it, if speaking during the meeting.</p>	Council to purchase screen	Sept	
<p>Contact tracing To support NHS Test and Trace in England, some organisations in certain sectors of the economy can volunteer to collect the details, and maintain records, of staff, customers and visitors on their premises. Participation in this scheme for both businesses and individuals is voluntary.</p>	<p>Clerk will ask for name and phone number of everyone attending the meeting.</p> <p>A privacy notice will be developed in line with GDPR.</p> <p>https://www.gov.uk/government/publications/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>	<p>Clerk</p> <p>Clerk</p>	<p>Sept</p>	

Date: _____

Signed by Chairman: _____

Costs to approve:

Utilities charge

No room hire fee will be charged to the parish council, however as a gesture of good will could the council agree to pay a utilities charge for each 3 hour booking.

£5 per meeting between April and September = £30

£10 per meeting between October and March = £50

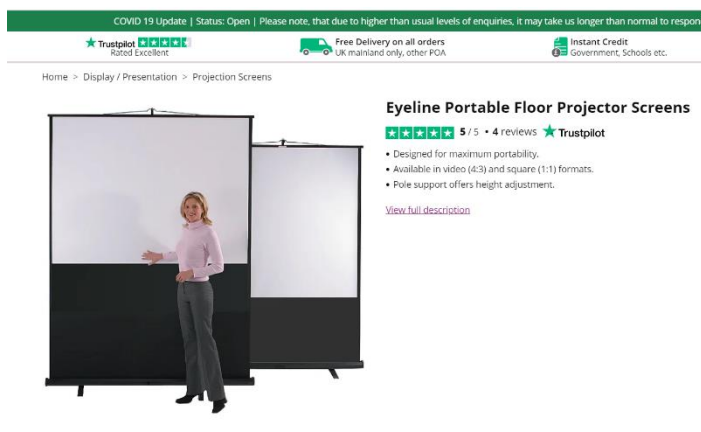
Total for the year = £80

Screen

Prices from Office Furniture Direct

1350mmx1800 £126 plus vat

1500mmx2000mm £148 plus vat



Wipes / Cleaning materials

Approve expenditure up to £20.

2020/08/14 To review staff risk assessments

It has been over 3 years since the council reviewed its staff risk assessments. There are three risk assessments to review for the Parish Clerk, Village Hall Clerk and Parish Gardener. These will be sent separately.

2020/08/15 To agree payments in accordance with the budget

Payments as at Friday 21st August 2020

August 2020 Accounts

Payments

Description	Amount
Business Stream - allotments water bill	49.52
Glazik Kershaw - payroll provider	44.40
HMRC	TBC
Staff salaries	842.17
Gardeners wage	TBC
Gardeners expenses:	TBC
Credit card:	75.85
Stationary - envelopes £3.98	
Post Office -stamps for allotment letters £15.60	
Zoom subscription £14.39	
Unlimited Web Hosting - 1yr hosting with cpanel £41.88	
	1,011.94
Receipts	
Cemetery fees	330.00
Total	330.00