

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
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To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council held via Zoom on Thursday 30th July 2020 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 24.07.2020

AGENDA

- 2020/07/01 To note apologies for absence
- 2020/07/02 Councillors to disclose their interests in matters to be discussed
- 2020/07/03 Members of the public are invited to address the council
- 2020/07/04 To confirm the minutes of the meeting held on 25th June 2020
- 2020/07/05 To receive the clerks report and councillor updates
- 2020/07/06 To note correspondence received
- 2020/07/07 To consider planning applications received and note planning decision
- 2020/07/08 To agree costs, design and text for freedom scroll
- 2020/07/09 To agree fees for memorial roses in cemetery
- 2020/07/10 To agree to place notice inviting quotes for play area maintenance
- 2020/07/11 To discuss how to develop community engagement with the parish council
- 2020/07/12 To discuss establishing smaller allotment plots
- 2020/07/13 To receive a quarterly financial update
- 2020/07/14 To agree payments in accordance with the budget
- 2020/07/15 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 27th August 2020 at 7.30pm, venue TBC

2020/07/05 To receive the clerks report and councillor updates

- Clerk has spent time updating the website. A new page has been set up for ongoing information about Covid-19. This means that the home page has now returned to normal. A revised action plan for 2020-21 has been uploaded along with minutes for 2016, which was a task left over from earlier in the year when the minutes page was re-formatted into individual years.
- The allotments have again taken up a lot of time. Rent collected so far totals £661.00 (this does not include rent due on plots 22 or 48). As agreed in the last meeting, notice letters have been issued to three problem plots (21B, 22 and 48), the notice period ends on 30th July. An extension has been given to the tenant of plot 21B, who has been shielding due to the coronavirus pandemic, until 1st October 2020. Plot 48, which is the Scouts plot, have also been offered an extension until 1st October, Clerk is still waiting to hear if they will accept this.
- The tenant of plot 50 has agreed to give up their plot and the plot was offered to Mr Reynolds, he has expressed an interest in that plot in the past, as it would be more suitable for bee keeping, being enclosed by hedges. He has paid the rent due on the plot for this year and has agreed to give up one of his other plots in January 2021. This plot will go to his allotment neighbour who has already been tending that plot for the last 2 years, which the Clerk was unaware of. Following a warning, the tenant of plot 49 has started to work their plot.
- The Parish Gardener has washed the bus shelter on Station Road – however the Perspex is scratched and burnt, so the wash down has had little impact on how it looks.
- Andy James, the village hall clerk has reported that the two Coronavirus support grants he applied for have been paid - £200 from HWRCA and £10,000 from East Riding of Yorkshire Council Hospitality and Leisure Grant. This is a massive help to ease cash flow issues over the next few months.
- A village hall committee meeting is scheduled for Monday 27th July and discussions will be held around how the hall can safely re-open. An update will be given at the parish council meeting.
- Public rights to inspect parish council accounts for the 2019-20 financial year started on Monday 20th July 2020 and will end on Friday 28th August 2020. Relevant documents are available to view on the noticeboards and in the audit section of the website.

2020/07/06 To note correspondence received

Emails

- 19/20-21 ERYC re proposal to construct a crematorium in Holderness
- 20/20-21 ERYC Community Hub coronavirus response – plan for next phase
- 21/20-21 Humberside Police street beat newsletter for June
- 22/20-21 ERYC Coronavirus Outbreak Management Plan
- 23/20-21 ERNLLCA newsletter for June
- 24/20-21 ERYC Licensing Act 2003 formal policy review
- 25/20-21 ERYC Town and Parish Council planning update newsletter

Letters

- 23/7/20 By email – regarding allotment hosepipe ban from tenant of plot 21A

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

New Applications:

20/01559/PLF AMMENDED SCHEME

Raising of existing roof height, construction of dormer at rear and single storey rear extension

4 Sharp Avenue, Burstwick

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

Decisions to note:

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

Windy Hill, Appleby Lane, Burstwick

Planning permission granted subject to conditions

Appeals: None

2020/07/08 To agree costs, design and text for freedom scroll

FS3 Design £69.00 plus VAT, plus £4.80 P&P

Frame approx. £50



Draft text as follows:

Burstwick Parish Council

The Chairman

Dean James

At a meeting of the council it was unanimously resolved to grant

Rosalie Angell

The Honorary Freedom of the Parish

We the Council grant you this highest honour we can bestow for the valuable and devoted service you have given to the community over the last XX years.

During that time, you have served on a number of committees including Friends of Burstwick and WI. You organised both Darby & Joan and the Over 55's Club. You held the position of Treasurer to the Village Hall for XX years.

This award is in recognition of all the voluntary work you have done and continue to do. You have demonstrated outstanding commitment and contribution to the wellbeing of the residents of Burstwick.

We loudly applaud your valuable and sterling service whilst thanking you most sincerely.

2020/07/09 To agree fees for memorial roses in cemetery

The rose border is now well established. We have 10 rosa 'peace' bushes available.

Council to agree the fees to 'lease' a memorial rose as follows:

Initial lease for 5 years including memorial plaque £250.00

Renew lease for further 5 years £100.00

2020/07/10 To agree to place notice inviting quotes for play area maintenance

Quotes were sought from two local contractors; both have turned the work down due to other commitments.

Council would like to use a local contractor to do the work.

The suggestion is to post a notice on the noticeboard inviting quotes by August meeting.

2020/07/11 To discuss how to develop community engagement with the parish council

2020/07/12 To discuss establishing smaller allotment plots

This is plot 22, the notice period ends on 30th July.

The plot is large and could easily be split into 3 decent sized starter or smaller allotments.

There is an ongoing issue of new or novice allotment gardeners being given plots that can be overwhelming.

There are 11 people waiting – 10 have joined the list this year.



2020/07/13 To receive a quarterly financial update

During the first quarter from 1st April to 30th June the parish council:

Took receipts totalling: £14,641.63

Made payments totalling: £4,756.08

Bank reconciliation as at 30th June 2020

Balance per bank statement at 30th June 2020	
NS&I Investment Account	16,647.48
HSBC Business Money Manager Account	12,770.03
HSBC Community Account (CA)	2,161.77
Credit card	
Total	31,579.28

Plus unaccounted payments

Less any unpresented cheques

	0.00	
Net balance		<u>31,579.28</u>

Cash Book	
Opening balance 1/04/2020	21,693.73
Receipts to date	14,641.63
Less payments to date	-4,756.08
Closing balance per cash book	<u>31,579.28</u>

Budget monitoring:

The parish council expenditure is currently within budget.

2020/07/14 To agree payments in accordance with the budget

July 2020 Accounts

Payments

Description	Amount
Rowett Insurance - Sit on mower vehicle insurance	193.60
Glazik Kershaw - payroll provider	44.40
HMRC	TBC
Staff salaries for July	842.17
Gardeners wage	TBC
Gardeners expenses	TBC
Credit card:	59.97
Stamps for allotment rent letters £31.20	
Zoom subscription £14.39	
Unlimited Web Hosting - domain renewal 2 years £14.38	
Allotment rent refund plot 50	<u>11.00</u>
	1,151.14

Receipts

Allotment rents	55.00
Allotment rents	<u>49.00</u>
Total	104.00

2020/07/15 Items for next month's agenda