

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackbourn
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To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council at Burstwick Primary School on Thursday 30th September 2021 at 7.30pm to transact the following business.

Rose Blackbourn Parish Clerk Issued on: 24.09.2021

AGENDA

- 2021/09/01 To note apologies for absence
- 2021/09/02 Councillors to disclose their interests in matters to be discussed
- 2021/09/03 Members of the public are invited to address the council
- 2021/09/04 To confirm the minutes of the meeting held on 26th August 2021
- 2021/09/05 To receive the clerks report and councillor updates
- 2021/09/06 To note correspondence received
- 2021/09/07 To consider planning applications received and note planning decisions
- 2021/09/08 To discuss road safety in the village and receive any updates on action taken
- 2021/09/09 To review cemetery regulations in relation to headstone heights and dimensions
- 2021/09/10 To approve headstone design and dimensions for a new memorial
- 2021/09/11 To discuss and agree the design and associated costs for the memorial border in the cemetery
- 2021/09/12 To discuss and agree costs for the Queens Jubilee celebrations in 2022
- 2021/09/13 To agree to pay kick start grants using s137 powers
- 2021/09/14 To discuss repairs needed at the play area
- 2021/09/15 To agree to purchase new hedge cutter and strimmer for the parish gardener
- 2021/09/16 To agree to increase daily payments limit for online banking
- 2021/09/17 To agree the process to recruit a new parish clerk

2021/09/18 To agree payments in accordance with the budget

2021/09/19 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 21st October at 7.30pm at Burstwick Village Hall

2021/09/05 To receive the clerks report and councillor updates

Clerks report:

- A site meeting was held with the tenant of parish garden 50 regarding removing a hedge and tree stump. At the meeting it became clear that the tenant only wanted to remove a short section of hedge and the allotments committee agreed that formal permission from the full council was not needed and the hedge could be removed. The tree trunk was large and rotten and again the committee agreed that formal permission from council was not needed. The tenant has informed the clerk that the tree trunk has been removed and the space left will be used to make a new gateway into the plot and the hedge will be allowed to grow over the old gateway
- No photos were received of the weeds in the cut through – is this still a problem?
- The play area committee inspected the play equipment on 20th September, it was noted that Playdale have completed their repair work in the play area (though the parish council was not formally notified that this work was due or had taken place). There were several other repairs needed that will be discussed under agenda item 15
- Clerk has displayed the Annual Governance and Accountability Review Sec 3 External Auditors Certificate on the noticeboard and website. The audit concludes that no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. They did of course flag up the typo in the figures.

2021/09/06 To note correspondence received

Emails:

58/21-22 AGAR Section 3 report and certificate

59/21-22 East Riding CCG AGM 21st September 2021

60/21-22 ERYC PSPO review 2022

61/21-22 East Riding CCG newsletter

62/21-22 Humberside Police Town and Parish newsletter for September

63/21-22 ERNLLCA newsletter

64/21-22 Joint Local Access Forum Annual Report 2020-21

65/21-22 Humber Low Carbon Pipelines project – forthcoming consultation

66/21-22 East Riding CCG newsletter

2021/09/07 To consider planning applications received and note planning decisions

New applications:

21/03121/PLF

Erection of detached single garage and utility room to rear involving demolition of existing detached garage, 35 Back Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/21/03121/PLF>

21/03458/LOBVAR

Application to modify the planning obligation in a section 106 legal agreement dated 17th March 1998 relating to planning permission N12050A to remove the entirety of the Second Schedule of the Principal Agreement

Lincs Aquatic Ltd, Hedon Road, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/21/03458/LOBVAR>

Decisions to note:

21/00976/PLF

Change of use of land (rear tree belt) to domestic garden (retrospective), retention of exiting timber pergola to rear of garden (retrospective), erection of single storey extension to side and rear and construction of parapet wall/flat roof to replace pitched roof over existing rear extension (amended description), 21 Hawthorn Close, Burstwick

ERYC granted planning permission subject to conditions.

21/02423/PLF

Change of use from farm storage building (sui generis) to mixed use as a farm workshop and classroom (sui generis), North Park Farm, Newfield Lane, Lelley

ERYC granted planning permission subject to conditions.

2021/09/08 To discuss road safety in the village and receive any updates on action taken

Awaiting outcome of recent traffic survey

2021/09/09 To review cemetery regulations in relation to headstone heights and dimensions

The cemetery regulations are fairly vague at the moment regarding dimensions, it is suggested that the recommended maximum and minimum dimensions for headstones are clearer as follows:

Updated dimensions for cemetery headstones

Lawn type

Maximum height of plate and base from ground level is 39 inches or 1000mm

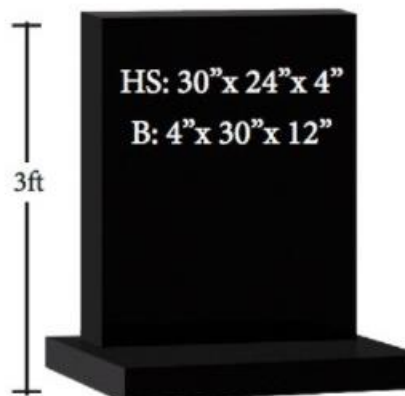
Maximum width of plate is 24 inches or 610mm

Depth of plate no less than 3 inches or 76mm

Maximum width of base is 30 inches or 760mm

Maximum depth of base is 12 inches or 305mm

Example dimensions



The plate and base must sit on a foundation measuring 900mmx455mmx75mm

Garden of Rest (62 high and 45 wide)

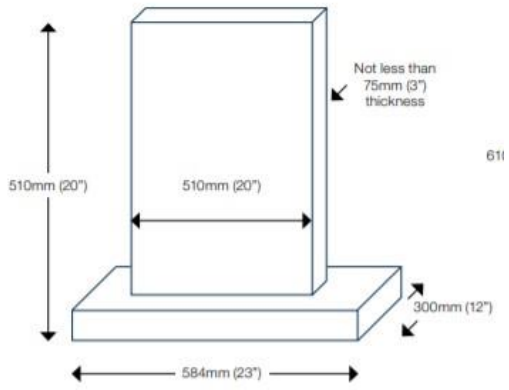
Maximum height of plate and base from ground level is 24 inches or 610mm (2ft)

Maximum width of plate is 20 inches or 510mm

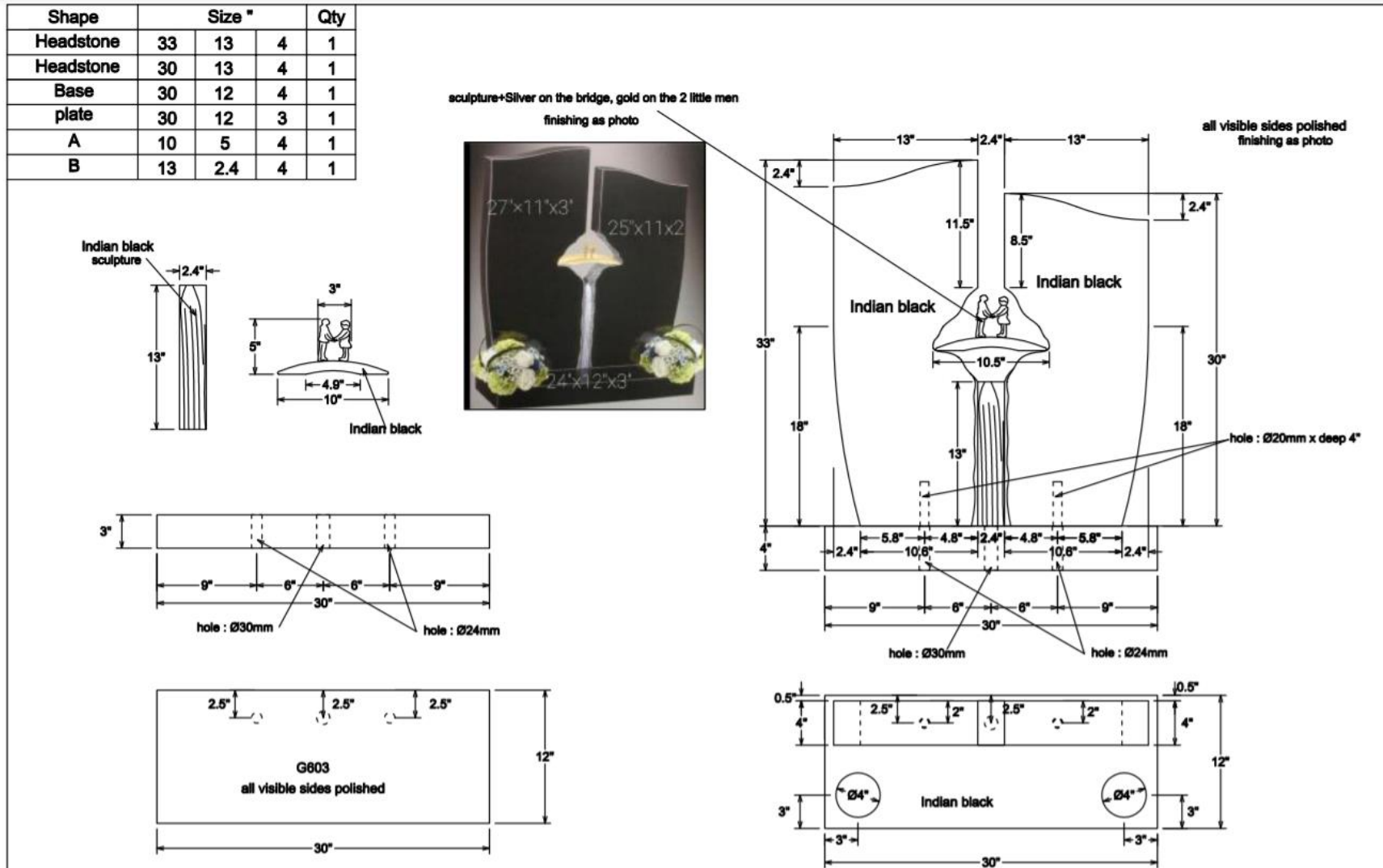
Maximum width of base is 23 inches or 584mm

Maximum depth of base is 12 inches or 305mm

Maximum height of base is 3 inches or 76mm



2021/09/10 To approve headstone design and dimensions for a new memorial



2021/09/11 To discuss and agree the design and associated costs for the memorial border in the cemetery

2021/09/12 To discuss and agree costs for the Queens Jubilee celebrations in 2022

Costs to be agreed so far include:

Miss Vintage Twist at a cost of £77 (subject to the working group not objecting)
Hog Roast at a cost of £650/£720 (subject to availability)
Event bunting £135

However, council will need to agree an overall events budget to cover the celebrations. All expenditure relating to the jubilee will be covered using S137 powers.

Cllr. James has estimated costs of approx. £2,220.

2021/09/13 To agree to pay kick start grants using s137 powers

Of the six community groups identified at the August meeting, four have responded and have confirmed they meet requirements as follows:

Darby and Joan (Club 55) – payment by cheque
Burstwick WI – payment by electronic transfer
Burstwick All Saints Scout group - payment by electronic transfer
Burstwick Martial Arts and Fitness - payment by electronic transfer
Gentle Exercise Group - £50 towards new items and £50 credit towards hall fees

Council to agree to make 4 x £100 grant payments to the above groups using S137 powers and purchase items on behalf of the Gentle Exercise group up to value of £50. The village hall clerk will issue an invoice for the £50 towards hall room hire fees.

2021/09/14 To discuss repairs needed at the play area

The play area committee inspected the play equipment on Monday 20th September, the following items need attention:

1. One / possible two of the basketball hoops and backboards need removing as they are rotten and cracked and coming away from their fittings

The hoops can be retained and re-fitted to a new backboard.



A new replacement backboard costs as follows:

Burstwick Parish Council
Southfields
Southfields Lane
Burton Pidsea
Hull
East Riding of Yorkshire
HU12 9AA

Quotation Number: 0000073521
Quotation Date: 22/09/2021
Reference:
Project for: Backboard

Product Code	Product Name	Quantity	Unit Price	Total
AGOR083	Basketball backboard including all fixings	1.00	479.00	479.00
DEL003	Deliver Spares Only	1.00	35.00	35.00
		NET		GBP 514.00
		VAT		GBP 102.80
		TOTAL		GBP 616.80

All the above prices are subject to VAT and are valid for a period of one month.

Please refer to our standard Terms & Conditions and our Additional Information.

Finance packages are available.

2. Replace missing cap (these will need to be ordered – costs 28p with minimum order of 20 plus postage / vat



3. Tighten wobbly upright on the bridge



4. Remove small amount of graffiti from the multi-use games area

Clerk has estimated it at 2-3 hours work, Richard Netherton has confirmed he can do the work at £12.00 per hour plus any materials / tools.

2021/09/15 To agree to purchase new hedge cutter and strimmer for the parish gardener

Quotes for Stihl products from Vowles at Patrington as follows:

HS 45 45cm petrol hedge cutter £242.00

Petrol strimmer FS 55 petrol brush cutter £279

Or Kombi system – battery cordless

1. KMA 135R Power unit £390



2. HLKM adjustable long reach hedge trimmer £350



3. FS KM straight shaft brush cutter £191



4. Battery AP 300 £190



5. Charger AL 300 quick charger – charge AP 300 battery in 75 minutes £70



Total cost for battery kombi system is £1191 – 8%

Petrol kombi system is £1141 – 20% discount on the petrol power unit (costs £600)

2021/09/16 To agree to increase daily payments limit for online banking

Council to agree to increase daily limit for online banking payments from £1200 to £2000 per day, this is to enable to the parish council to pay for larger bills such as streetlights SLA and insurance without incurring charges for using cheques.

There is a bank form that needs to be signed by all signatories.

2021/09/17 To agree the process to recruit a new parish clerk

Parish Clerk has secured new employment and will be handing in her notice shortly.

Council to review:

- Job advert
- Job description
- Person spec

To be circulated separately to be discussed and agreed.

2021/09/18 To agree payments in accordance with the budget

September 2021 Accounts

Description	Amount	VAT
PKF Littlejohn - external audit fee	240.00	40.00
Grasslands - play area grass cuts 8, 9, 10	279.96	46.65
Burstwick Village hall - August PC meeting utility charge	5.00	
Playdale Ltd - repairs to play area	824.04	137.34
S137 kick start grant to Club 55	100.00	
S137 kick start grant to WI	100.00	
S137 kick start grant to Burstwick Martial Arts	100.00	
S137 kick strat grant to Burstwick All Saints Scouts Group	100.00	
Glazik Kershaw - payroll provider	44.40	7.40
HMRC - tax	7.80	
Staff salaries for September (3 part time staff)	1043.74	
W Beadle - gardeners expenses -	tbc	
	2,844.94	

Receipts

2nd half of precept 1/9/21	<u>11,750.00</u>
	11,750.00

2021/09/19 Items for next month's agenda