

# BURSTWICK PARISH COUNCIL

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Parish Clerk: Mrs R Blackburn  
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## To members of the Council

You are hereby summoned to attend the **Annual Meeting of Burstwick Parish Council** held on Zoom on Thursday 6<sup>th</sup> May 2021 at 7.30pm to transact the following business.

*Rose Blackburn* Parish Clerk Issued on: 30.4.21

## AGENDA

- |            |   |
|------------|---|
| 2021/05/01 | Election of Chairman  |
| 2021/05/02 | Election of Vice Chairman   |
| 2021/05/03 | To note apologies for absence   |
| 2021/05/04 | Councillors to declare their interests in matters to be discussed   |
| 2021/05/05 | Council to review Committees Terms of Reference   |
| 2021/05/06 | Election of committees  |
| 2021/05/07 | Members of the public are invited to address the council  |
| 2021/05/08 | To confirm the minutes of the annual parish meeting held on 22 <sup>nd</sup> April 2021   |
| 2021/05/09 | To confirm the minutes of the parish council meeting held on 22 <sup>nd</sup> April 2021  |
| 2021/05/10 | To receive the clerks report and councillor updates   |
| 2021/05/11 | To note correspondence received   |
| 2021/05/12 | To consider planning applications received and note planning decisions  |
| 2021/05/13 | To review regular business  |
| 2021/05/14 | To review councillors who sit on external bodies: <ul style="list-style-type: none"><li>- Burton Pidsea Wind Farm panel</li><li>- ERNLLCA District Committees</li><li>- NHW Coordinator/forum</li><li>- ERYC Transport Champion</li><li>- Holderness Health town and parish forum</li></ul> |
| 2021/05/15 | To review the parish council's asset register   |
| 2021/05/16 | To discuss outcomes from recent allotments inspection   |

- 2021/05/17 To review procedures at the cemetery regarding grave digging
- 2021/05/18 To agree quotes for additional work at the play area from Grasslands Ltd and repairs from Playdale Ltd
- 2021/05/19 To request a litter pick along local lane verges – Appleby Lane, Ellifoot Lane and Hariff Lane
- 2021/05/20 To agree payments in accordance with the budget
- 2021/05/21 Items for next month’s agenda

**The next meeting of Burstwick Parish Council is on Thursday 24<sup>th</sup> June, 7.30pm, at Burstwick Village Hall**

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## **2021/05/05 Council to review Committees Terms of Reference**

### **Committee Structure Terms of Reference 2021-22**

#### **Introduction**

The parish council has the following committees:

- Allotments
- Cemetery
- Communications
- Finance/personnel
- Play area
- Village Hall Management Committee

The committees are advisory and make recommendations to full council meetings where the decision is then taken by the parish council acting as the corporate body.

The only exception is the Village Hall Management Committee which has delegated responsibility and decision making for the day to day running of the village hall. There is a separate term of reference for this committee.

#### **Terms of reference for individual committees**

##### **Allotments**

- 3 members
- Conduct regular allotment inspections
- Advise on allotment issues
- To meet as and when required
- Review tenancy agreement every two years
- Make recommendations to full council

### **Cemetery**

- 3 members
- Conduct inspection twice a year
- Advise on cemetery issues
- To meet as and when required
- Review cemetery regulations every two years
- Make recommendations to full council

### **Communications**

- 3 members
- Lead on website updates and maintenance
- Village newsletter
- Press releases
- Coordinate information on website and village noticeboards
- Make recommendations to full council

### **Finance / Personnel**

- 3 members (one not a bank signatory)
- To conduct quarterly internal monitoring of transactions and report back to full council
- To advise on budget setting / financial planning
- To advise on recruitment, retention and training of staff and councillors
- Conduct annual appraisal with clerk and report back to full council
- Review staff wages once a year in October and make recommendation to full council
- To review every two years councils employment policies and make recommendation to full council
- To meet as and when required

### **Play Area**

- 6 members (2 are non-councillors)
- To conduct regular safety inspections
- To help identify repairs needed to equipment
- To help develop funding bids for new equipment when necessary
- To meet when required
- Make recommendations to full council

### **Village Hall Management Committee**

- 4 members
- To join with the other members of the committee made up of user groups from the hall
- Delegated responsibility for the day to day running of the village hall
- See separate terms of reference

## **2021/05/06 Election of committees**

**Allotments** (current membership Cllr. Gould and Cllr. Tong)

**Cemetery** (current membership Cllr. Gould, Cllr. James and Cllr. Rainforth)

**Communications** (current membership Cllr. Brown, Cllr. James and Cllr. Whiting)

**Finance / Personnel** (current membership Cllr. James, Cllr. Rainforth and Cllr. Whiting)

**Play area** (current membership Cllr. Cripsey, Cllr. Gould, Cllr. Fairbank, Cllr. Whiting, School and a parent)

**Village Hall management committee** (current membership Cllr. Brown – Chair, Cllr. Cripsey, Cllr. Gould and Cllr. James)

## **2021/05/10 To receive the clerks report and councillor updates**

Clerks update on decisions, actions and issues:

- Clerk has chased ERYC for the site meeting to sort out the play area gate and to re-install the litter bin, which is currently a hazard for those using the park; there is a disappointing lack of urgency to deal with either issue.
- Ground anchor system for the new picnic bench is ordered with a 4-6 week delivery time.
- Thank you to Cllrs Brown and Fairbank for volunteering to deploy the 'clean it up' dog fouling stencil, lets hope it makes a difference.
- Clerk submitted the VAT return to HM Revenue and Customs on 28<sup>th</sup> April for £880.65, this will form part of this years budget, although lower than forecast it is still a significant amount.
- Following an email from Cllr. Whiting which shows 9 cars for sale, parked on the grass verge outside the old integra site, clerk has forward the photo to planning enforcement for their information.

## **2021/05/11 To note correspondence received**

## **2021/05/12 To consider planning applications received and note planning decisions**

### **New applications:**

21/00880/PLF – full planning permission  
Erection of a replacement conservatory to rear  
Burstwick House Back Lane Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/21/00880/PLF>

21/00881/PLB – listed building consent  
 Erection of a replacement conservatory to rear  
 Burstwick House Back Lane Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/21/00881/PLB>

**Decisions to note:** None

**Appeals:** None

**2021/05/13 To review regular business**

Services	Role of Parish Council	Who responsible
Allotments	Maintain area Set / review rent in March Collect rent in April Conduct regular inspections	Allotments Committee Parish Council Gardener Clerk
Cemetery	Maintain area Respectful administration of internments Set and review charges in October before November precept Conduct twice yearly inspection	Cemetery Committee Parish Council Gardener Clerk
Defibrillators	To maintain and inspect regularly	Parish Council Cllr. James and Cllr. Brown
Festive field	To maintain and use in community events To conduct twice yearly inspection	Parish Council Gardener
Neighbourhood watch	Parish Council lead, to share information with the community	Parish Council Clerk
Newsletter	Quarterly village newsletter to provide information on forthcoming events, community groups and parish council news	Communications Committee Parish Council
Parish flower gardens and War Memorial	To maintain and plant as necessary	Gardener Parish Council
Play Area	To conduct regular safety inspections Repair and maintain equipment Purchase new equipment as required To ensure suitable insurance in place Arrange annual independent safety inspection Communicate with the school who use the facility during break times	Play Area Committee Parish Council Clerk

Streetlights	The parish council own 21 streetlights. They are located at Back Lane (6), Burnham Avenue (2), Church Lane (1), Path between Church Lane and Stathmore Avenue (1), Pinfold Lane (1), Raines Close (1), Sharp Avenue (3) and Station Road (6)	Parish Council
Website	Information about the parish council, its services, meeting agendas and minutes, audit information and contact details Review and update content regularly	Communications Committee Parish Council
Burstwick Village Hall	Parish council as a corporate body is the charity trustee for the hall	Village hall committee

<b>Organisations we work with</b>	<b>Role of parish council</b>	<b>Who responsible</b>
Local residents	To support, inform, problem solve and provide community links via parish council meetings, website, noticeboard, newsletter and pop-ins	Councillors and clerk
Burstwick Primary School	Working together on specific projects	Clerk
Burstwick All Saints Church	Community links, working together on specific projects or community events	Clerk to link with PCC
Community organisations	Parish council has a small grants scheme that is open to local voluntary and community group Working together on specific projects or events	Parish Council Events Working group Clerk
Local businesses	To provide community links via newsletter	Parish Council Communications Committee
Police	For information and reports Regular police surgery before the parish council meeting Working together on specific projects	Councillors Parish Council Clerk
East Riding Council <ul style="list-style-type: none"> <li>• General</li> <li>• Plans</li> <li>• Funding</li> <li>• Highways</li> <li>• Flood Liaison</li> </ul>	To receive/act on information and vice versa To consider local planning issues To set the annual precept To apply for suitable grants To check roads, paths, verges, gullies, hedges etc. Attend yearly meeting in County Hall, Beverley	All Councillors Parish Council Parish Council All Councillors and Clerk All Councillors and Clerk Parish councillor

ERNLLCA	To access advice and guidance on parish council issues To use template model documents for key policies To access training for councillors and clerk	Clerk Chairman Parish Council
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**2021/05/14 To review councillors who sit on external bodies:**

- Burton Pidsea Wind Farm panel -Cllr. James
- ERNLLCA District Committees – Cllr. Tong and Rainforth
- NHW Coordinator/forum – Cllr. James
- ERYC Transport Champion – Cllr. Brown
- Holderness Health town and parish forum – Cllr. Brown and Waddingham

**2021/05/15 To review the parish council’s asset register**

**2021/05/16 To discuss outcomes from recent allotments inspection**

The allotments were inspected on Wednesday 21<sup>st</sup> April, the following plots were uncultivated:

22A, 29, 32B, 46, 49, 50

Plots 22A, 32B, 46, 49 and 50 Council to agree to Clerk making contact with the tenants and asking what their plans are.

Plot 29 – to contact the tenant to see if they would be better with a half plot

**2021/05/17 To review procedures at the cemetery regarding grave digging**

The council received a complaint a few weeks ago from a family who’s loved one is interred in the parish council cemetery.

A pre-reserved grave had been opened for the first-time mid row dug to double depth of over 7 feet and the family were distressed as when they visited the grave, it was covered in soil from the nearby grave being prepared for a funeral.

The gravedigger was concerned about opening the grave as it was surrounded on all sides by occupied graves.

When a grave is opened the soil is usually respectfully piled to one side – most times this is grass, but sometimes it has to go over graves. Care is taken – boards and sheeting are laid over the graves to prevent damage. It was unfortunate that the family visited when it looked its worst. I have offered them sincere apologies and an explanation.

The only way to prevent this happening is to stop allowing families to pre-reserve graves, most large

cemeteries don't allow this. This gives the burial authority more control over where people are buried, it stops gaps in rows and prevents soil being piled over graves.

But the council offers a local service to its residents – I have many families requesting plots near to existing relatives.

Is the council happy with existing procedures and allowing families to pre-reserve?

**2021/05/18 To agree quotes for additional work at the play area from Grasslands Ltd and repairs from Playdale Ltd**

To follow.

**2021/05/19 To request a litter pick along local lane verges – Appleby Lane, Ellifoot Lane and Hariff Lane**

**2021/05/20 To agree payments in accordance with the budget**

Payments for May will be made in W/c 24<sup>th</sup> May.

**May 2021 Accounts**

**Payments**

<b>Description</b>	<b>Amount</b>	<b>VAT</b>
Grasslands Ltd - play area cuts 2 & 3	186.64	31.10
AJACS internal audit of parish council accounts 2020/21	347.50	
AJACS internal audit of village hall accounts 2020/21	100.00	
ICO data protection fee	35.00	
Glazik Kershaw - payroll provider	44.40	7.40
HMRC - tax	6.00	
Staff salaries for May (3 part time staff)	1045.54	
Credit card:	162.72	
Zoom subscription £14.39		
Shaws Ltd allotment receipt book £25.40		4.23
Post office - stamps for allotment rent letters £31.68		
Amazon - dog stencil £14.94		2.49
Amazon - paint for dog stencil £6.79		1.13
Amazon - avery labels £6.00		1.00
Amazon - ream of paper £5.32		0.89
No Butts Bin Co - ground anchor kit £58.20		9.70
	<b>1,927.80</b>	

**Receipts**

Allotment rents	439.00
Allotment rents	220.00
	<b>659.00</b>

**2021/05/21 Items for next month's agenda**