

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE VILLAGE HALL ON THURSDAY 24<sup>th</sup> JUNE 2021**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. N Fairbank NF  
 Cllr. S Gould SG  
 Cllr. P Tong PT

Public: 1

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>21/06/01</b>	<b>To note apologies for absence</b>	
	Cllr. Cripsey Cllr. Rainforth Cllr. Whiting Cllr. Waddingham	
<b>21/06/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b> Non-disclosed  <b>Non-pecuniary:</b> Cllr. A Brown – allotments, Village Hall Cllr. N Fairbank – play area, allotments Cllr. S Gould – cemetery, play area, allotments and village hall Cllr. D James – cemetery, village hall Cllr. P Tong – allotments	
<b>21/06/03</b>	<b>Members of the public are invited to address the council</b>	
	A resident commented about the new house in the grounds of Richardson’s Farm, they never saw a planning application for it. The Clerk advised that planning permission was sought from ERYC and a decision notice was emailed to the resident on 6 <sup>th</sup> May for their information.  There have been reports of teenagers from outside of the village, congregating on the waste ground on the site of the Old Forge Cottage, smoking and taking drugs – the local police have been informed and are now patrolling the area.  Resident asked about what is happening with the Tunstall Sea Defences – ERYC used to hold regular meetings about this – there is a risk of the sea breaking through the cliff and entering Tunstall Drain with the potential to flood low lying farmland. Clerk advised that flood defence work is ongoing near Thirtle Bridge, with the road between Roos and Withernsea closed for 12 weeks.	

<b>21/06/04</b>	<b>To confirm the minutes of the meeting held on Thursday 6<sup>th</sup> May 2021</b>	
	Signed as a correct record. Proposed: PT Seconded: SG Outcome: All agreed	
<b>21/06/05</b>	<b>To receive the clerks report and councillors' updates</b>	
	<p>Clerks update on decisions taken, actions and issues:</p> <ul style="list-style-type: none"> <li>• A new picnic bench, kindly made and donated by Mark Wilson, has been installed on Festive Field for all to enjoy.</li> <li>• Clerk has taxed the sit-on mower.</li> <li>• Clerk has spent time updating the website including committee information, meeting dates, audit, action plan and policies section. The covid-19 pages need reviewing depending on latest government guidance.</li> <li>• Clerk confirms that no nominations were received from allotment tenants to join the parish council allotment committee, the offer will be extended again next year.</li> <li>• Clerk sent the letter regarding grass cuttings at the Woolam Hill path.</li> <li>• The documents for the Annual Governance and Accountability Review (AGAR) were sent to the external auditor on 13<sup>th</sup> May.</li> <li>• Public rights to inspect parish council accounts for the 2020-21 financial year runs from Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> July.</li> <li>• A site meeting was held on 14<sup>th</sup> May with ERYC to resolve the access issue with the play area gate and to get the litter bin safely re-installed. As of Thursday 17<sup>th</sup> June, this work is still outstanding.</li> <li>• Clerk submitted a FOI request to ERYC on 17<sup>th</sup> May, regarding the HGV lorry route that comes through the village, a response was received on 17<sup>th</sup> June and circulated to all councillors.</li> <li>• The allotment noticeboard has been installed, thank you to Cllr. Tong who helped the parish gardener get it fitted.</li> <li>• All allotment rents due are now paid.</li> <li>• Clerk put out a request for help for the tenant of plot 29, one allotment holder has sprayed the plot off, once the weeds die off, it will all need digging over.</li> <li>• An update on the derelict sites of Old Forge Cottage and Nags Head has been received from ERYC, the email has been circulated to all councillors, no further action can be taken on the site.</li> <li>• The trip hazard by the bin at the Woolam Hill junction has been fixed by ERYC.</li> <li>• Clerk has completed the first official transfer of grave deeds for the cemetery.</li> <li>• The play area had a quarterly operational inspection on Thursday 17<sup>th</sup> June – Clerk and two play area committee members reviewed the quote for repairs (to be discussed as part of agenda item 12) and Cllr. Fairbank made safe a protruding screw on the rope net bridge, apart from that there were no other concerns.</li> </ul>	

	<p><b>Councillors' updates:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Brown reported issues with overgrown hedges in four locations: <ul style="list-style-type: none"> <li>- Corner of Willow Road</li> <li>- Main Road to North Rise</li> <li>- Main Road corner with Nettleton Garth</li> <li>- Station Road by the bungalows</li> </ul> </li> <li>• Cllr. Brown also received complaints about: <ul style="list-style-type: none"> <li>- a car parked on the road at Trinity Close with no number plates</li> <li>- the state of the Nags Head site and Old Forge Cottage site</li> <li>- allotment plots 32B, 46, 49</li> </ul> </li> <li>• Cllr. Brown informed the council that the NHS and front-line workers day celebration planned for 5<sup>th</sup> July has been cancelled as the WI has no insurance to cover the event, however the banner and bunting will be put up shortly.</li> <li>• Cllr. Fairbank reported that Malton has some good traffic calming measures that are like giant Lego bricks.</li> <li>• Cllr. Fairbank reported issues with dog fouling in the village, Cllr. James advised if a specific area needs cleaning, this can be reported to ERYC.</li> <li>• Cllr. James took part in NALCs first LGBT network about looking at increasing diversity in councils, it was a good networking meeting and gave the change to share information.</li> <li>• Cllr. James advised that the Burton Pidsea Wind Farm main grant will open on 1<sup>st</sup> July and close on 15<sup>th</sup> November, with a decision meeting in December. The small grant fund remains open all year round.</li> </ul>	
21/06/06	<p><b>To note correspondence received</b></p>	
	<p><b>Police Report</b> No crimes recorded in May.</p>	
	<p><b>Burstwick Parish Council emails</b> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p><b>May</b></p> <p>11/21-22 ERNLLCA – councillor training courses</p> <p>12/21-22 Humberside Police – Town and Parish Newsletter for May</p> <p>13/21-22 ERYC - 6-month ASB data for Mid Holderness</p> <p>14/21-22 East Riding CCG – Newsletter</p> <p>15/21-22 ERYC – Notice of application going to committee – amended scheme 20/01559/PLF 4 Sharp Avenue, Burstwick</p> <p>16/21-22 ERNLLC – Newsletter</p> <p>17/21-22 ERNLLCA – finance training courses</p> <p>18/21-22 ERYC – Planning Liaison meetings 22<sup>nd</sup> and 24<sup>th</sup> June</p> <p>19/21-22 ERYC – decision notice re: 4 Sharp Avenue, Burstwick</p> <p>20/21-22 OPCC – Say no to fraud campaign</p> <p>21/21-22 Holderness Health – open letter</p> <p>22/21-22 East Riding CCG – newsletter</p>	

	<p><b>June</b></p> <p>23/21-22 ERNLLCA – newsletter</p> <p>24/21-22 ERYC – draft local plan update consultation Friday 28<sup>th</sup> May to Friday 6<sup>th</sup> August</p> <p>25/21-22 Humberside Police – Town and Parish newsletter for June</p> <p>26/21-22 ERYC – response regarding road safety concerns</p> <p>27/21-22 ERYC – Joint Local Access Forum AGM 16<sup>th</sup> June</p> <p>28/21-22 ERYC – Do it for East Yorkshire Community Grant fund</p> <p>29/21-22 ‘Bus back better’ – new national bus strategy for England</p> <p>30/21-22 ERNLLCA – finance training course dates</p> <p>31/21-22 ERYC – response regarding Old Forge Cottage and Nags Head site</p> <p>32/21-22 ERYC FOI request regarding lorry routes</p> <p>33/21-22 East Riding CCG – newsletter</p> <p>34/21-22 ERYC – Start of the process for Birthday Honours 2022 – deadline 1<sup>st</sup> September</p> <p>35/21-22 OPCC – Letter to town and parish councils regarding the police and crime plan consultation</p> <p>36/21-22 ERYC Health and Wellbeing newsletter</p>	
	<p><b>Letters received</b></p> <p>None</p>	
<b>21/06/07</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b></p> <p>21/01458/PLF</p> <p>Erection of extension to the existing service station to incorporate a convenience store (with sale of alcohol), with associated parking</p> <p>Burstwick Service Station, Ellifoot Lane, Burstwick</p> <p>Council considered the plans. It was proposed to log no objections.</p> <p>Proposed: NF</p> <p>Seconded: PT</p> <p>Outcome: All agreed</p> <p>Clerk to upload comments on ERYC public access system.</p>	<b>Clerk</b>
	<p><b>Planning Decisions to note:</b></p> <p>Construction of dormer window to rear and erection of single storey extension to rear (amended scheme of 20/01559/PLF), 4 Sharp Avenue, Burstwick.</p> <p>ERYC granted planning permission subject to conditions.</p>	
	<p><b>Appeal Decisions to note:</b></p> <p>None</p>	

<b>21/06/08</b>	<b>To discuss road safety in the village and receive any updates on action taken</b>	
	<p>The parish council received a response to various issues raised from Lianne Darbinson on 29<sup>th</sup> May.</p> <p>The parish council acknowledge this response and agree that there is not much else the council can go back to ERYC with at the moment. Council will need to wait for the survey and see what the results show.</p> <p>The council also received a very brief response from the Freedom of Information request about the designated lorry route issue on 15<sup>th</sup> June. The response states that the village is not on a designated lorry route. This was surprising as it is contrary to what the parish council has been told in the past. It was one of the reasons given when council asked if speed bumps could be placed on Main Street.</p> <p>Currently, there are no restrictions on HGVs coming through the village, even though if two HGVs meet at the corner near the school, they cannot pass.</p> <p>The Council felt it was important to keep minuting the concerns about HGVs and road safety.</p> <p>Council to ask ERYC when they will be putting the lines down for the survey. Clerk to contact Lianne Darbinson.</p> <p>The council also briefly discussed purchasing a road safety banner, however it was suggested this be delayed until after the survey has been completed.</p> <p>Proposed: AB  Seconded: PT  Outcome: All agreed</p>	<b>Clerk</b>
<b>21/06/09</b>	<b>To discuss issue of dog fouling along Hariff Lane and consider purchasing a bin or signage</b>	
	<p>This was a recent issue highlighted by a local resident; dog walkers are hanging bags off the trees along Hariff Lane.</p> <p>Council to consider either purchasing a bin (£500 in the budget for bin / LED bulbs) or signs.</p> <p>Council reviewed the location maps of litter bins in the village and the nearest bins are located outside the village shop and on Station Road.</p> <p>A suggestion was put forward to locate a bin where the old railway crosses Hariff Lane as this is a popular dog walking route.</p> <p>It was proposed to purchase a bin from ERYC for the above location at an approximate cost of £500.</p> <p>Proposed: NF  Seconded: AB  Outcome: All agreed</p> <p>Clerk to contact ERYC to arrange purchase and installation.</p>	<b>Clerk</b>

<b>21/06/10</b>	<b>To agree to set up a working group to plan The Queens Platinum Jubilee beacons on 2<sup>nd</sup> June 2022</b>	
	<p>Information about the jubilee has been circulated in the supporting papers.</p> <p>Cllr. James asked if the council will agree to hold an event next year and to form a working group to plan the event, including establishing a safe method to light the beacon.</p> <p>Councillors present agreed to hold an event and form the working group.</p> <p>Proposed: AB  Seconded: PT  Outcome: All agreed</p>	
<b>21/06/11</b>	<b>To discuss cemetery memorial rose border</b>	
	<p>It was reported that the roses were hit hard by the late spring frost, but they are now recovering.</p> <p>It was suggested the rose bed needs improving; by widening it, more regular weeding and new border edging installed to tidy it up.</p> <p>The Clerk is still waiting for Calceus in Hedon to supply two sample memorial plaques.</p> <p>The council agreed to give the boarder another go and the clerk will speak to the parish gardener and Calceus and research options for edging to be presented at a future meeting.</p>	<b>Clerk</b>
<b>21/06/12</b>	<b>To consider quotes for repairs at the play area</b>	
	<p>Two quotes for repairs have been received as follows:</p> <p><b>Goal ends</b></p> <p>Quote from Thompson Fencing for goal end with open sides for access, to remove current frames and supply and fit replacement goal end frame, 50mm box section with 20mm solid vertical bars galvanised and powder coated yellow</p> <p>Price for each end, to supply and fit - £1060 ex vat</p> <p><b>Equipment repairs</b></p> <p>The play area committee inspected the play area on Thursday 17<sup>th</sup> June and made the following recommendations for repairs based on the Playdale Playgrounds quote:</p> <p>Replacement timber on little hamlets £110.59 – low risk</p> <p>New fixings on net £22.35 – moderate risk</p> <p>Plus £58.78 for sorting out loose fixings on the little hamlets and junior multi play.</p> <p>£495 for delivery and installation.</p> <p>Total quote comes to £686.72 plus Vat</p> <p>Cllr. James reminded councillors that there is £3000 remaining in the budget for repairs.</p>	

	<p>Cllr. Fairbank said that the two repairs should be done and the games area only needs one goal end fitting at the moment (the end that faces on to the rest of the play area).</p> <p>It was proposed to proceed with one goal end as priced above and the two repairs from Playdale as quoted above.</p> <p>Proposed: NF  Seconded: AB  Outcome: All agreed</p> <p>Clerk to contact both companies to place orders for the repairs.</p>	<b>Clerk</b>
<b>21/06/13</b>	<b>To discuss arrangements for the best kept allotment's competition</b>	
	<p>Clerk and allotment committee have the following suggestions for the competition this year:</p> <p>One winner  Two runners up</p> <p>Judging to look at the following areas:</p> <ul style="list-style-type: none"> <li>• Variety of produce</li> <li>• Use of space</li> <li>• Weed control</li> <li>• Eco and wildlife friendly</li> </ul> <p>Winner - £25 national gardens gift voucher and certificate  Runners up - £15 national gardens gift voucher and certificate</p> <p>Total prizes to approve using S137 powers is £55, to come out of allotment budget.</p> <p>Judging to take place in July or August either by allotments committee or neighbouring parish council with allotments.</p> <p>Cllr. Brown suggested judging take place in July. Clerk advised it would be easier if the allotments committee judge due to the lack of time to arrange an external judging panel.</p> <p>It was proposed to proceed with the competition as outlined above including purchasing £55 of gardening vouchers using s137 powers.</p> <p>Proposed: DJ  Seconded: SH  Outcome: Agreed (Cllr. Brown abstained)</p> <p>Clerk to display poster, agree a judging date with the committee and purchase vouchers.</p>	<b>Clerk</b>
<b>21/06/14</b>	<b>To agree online banking access for the village hall clerk and amend the terms of reference accordingly</b>	
	<p>The village hall committee have previously agreed the following:</p> <p>On the 29<sup>th</sup> July 2019 the Village Hall Committee agreed to setting up online banking and to apply for a business credit card.</p> <p>On the 24<sup>th</sup> February 2020 following guidance from HSBC, the Village Hall Committee agreed for Andy James to be the primary named person for the online account and card.</p>	

	<p>The village hall clerk has been turned down for internet banking access twice, HSBC now require the village hall committee terms of Reference to be amended.</p> <p>An amended finance section of the terms of reference has been circulated.</p> <p>There were no comments or questions.</p> <p>Decision:</p> <p>The parish council agrees to:</p> <ol style="list-style-type: none"> <li>1. The village hall clerk being the Primary User for online banking</li> <li>2. The amended terms of reference as stated in the supporting papers</li> <li>3. The Primary User applying for a business credit card</li> </ol> <p>Proposed: NF  Seconded: PT  Outcome: All agreed</p> <p>Clerk to make the amendments as outlined and send a final copy to village hall clerk.</p>	<b>Clerk</b>
<b>21/06/15</b>	<b>To approve training costs for Cllr. James</b>	
	<p>Cllr. James is booked on to attend:</p> <p>Internal controls on 20<sup>th</sup> July  Finance for Councillors on 21<sup>st</sup> July</p> <p>Total cost of £40 plus VAT</p> <p>Council to agree costs as outlined above.</p> <p>Proposed: AB  Seconded: SG  Outcome: All agreed</p>	
<b>21/06/16</b>	<b>To review electronic payments and discuss if they should continue or revert back to cheque payment</b>	
	<p>The parish Clerk / RFO has been making electronic payments since March 2020. Is the Council happy to continue with electronic payments using the system that has been devised as set out in the supporting papers?</p> <p>There were no questions. Clerk stated that it was a quick and safe way to make payments and would be happy to continue if the council was in agreement. Cheques may still be used if the amount is over the daily limit for electronic payments.</p> <p>Council to agree to continue using electronic payments.</p> <p>Proposed: NF  Seconded: AB  Outcome: All agreed.</p>	



21/06/17	To agree payments in accordance with the budget			
	<b>Type</b>	<b>Description</b>	<b>Amount</b>	<b>VAT</b>
	BP	Gardeners' expenses - plants (paid 28th May)	100.00	16.67
		<b>Additional Receipts for May 2021</b>		
	BACS	VAT return (received 24th May)	880.65	
	BACS	Water bill credit (received 27th May)	<u>15.36</u>	
			<b>896.01</b>	
		<b>June 2021 Accounts</b>		
	<b>Type</b>	<b>Description</b>	<b>Amount</b>	<b>VAT</b>
	BP	Grasslands Ltd - play area cuts 4 & 5	186.64	31.10
	BP	Cllr. Tong - reimbursement for postcrete for noticeboard	10.99	1.83
	SO (14/06)	Glazik Kershaw - payroll provider	44.40	7.40
	BP	HMRC - tax	6.00	
	SO (28/06)	Staff salaries for June (three part time staff)	1045.54	
	BP	W Beadle - gardeners' expenses (June)	93.73	
		Petrol (May) £23.13		3.86
		Petrol (June) £24.88		4.15
		Strimmer cord, oil and filter £27.24		4.54
		Taps for allotments x 2 £12.74		2.12
		Fittings for taps £5.74		0.96
	DD (03/06)	Credit card:	544.79	
		Zoom subscription for May £14.39		2.40
		Earth Anchors allotments noticeboard £530.40		88.40
			<u>1,932.09</u>	
		<b>Receipts</b>		
	Cheque	Northern Powergrid wayleave payment	1.86	
	Cheque	Cemetery fees - BELL	160.00	
	Cash	Allotment rents	66.00	
	Cheque	Allotment rents	<u>17.00</u>	
			<b>244.86</b>	
	Proposed: AB			
	Seconded: DJ			
	Outcome: All agreed			
21/06/18	Items for next month's agenda			
	To agree grant funding for 2 new pieces of play equipment			
	To agree distribution of 'kick start' grant funding to local groups			
	To discuss formalising the purchase of land for a new cemetery with ERYC			
	First quarter financial update and budget monitoring			
	<b>Date of next meeting</b>			
	Thursday 29 <sup>th</sup> July 2021, 7.30pm at the Village Hall			
	<b>Meeting closed at: 21:09</b>			