

**BURSTWICK PARISH COUNCIL**  
**MEETING HELD VIA ZOOM VIDEO CONFERENCE**  
**THURSDAY 24<sup>th</sup> SEPTEMBER 2020**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. M Cripsey MC  
 Cllr. N Fairbank NF  
 Cllr. D Rainforth DR  
 Cllr. P Tong PT  
 Cllr. P Waddingham PW  
 Cllr. Whiting SW

Public: 0

Minute	Discussion and agreement	Action
<b>20/09/01</b>	<b>To note apologies for absence</b>	
	Cllr. Gould	
<b>20/09/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	<p><b>Pecuniary:</b> Non disclosed</p> <p><b>Non-pecuniary:</b> Cllr. A Brown – Festive Field            Cllr. Cripsey – play area, village hall            Cllr. N Fairbank – play area            Cllr. D James – agenda items 9 and 13            Cllr. D Rainforth – cemetery, Church Lane            Cllr. P Tong – allotments            Cllr. P Waddingham – village hall            Cllr. S Whiting – play area, communications</p>	
<b>20/09/03</b>	<b>Members of the public are invited to address the council</b>	
	No public attended the meeting.	
<b>20/09/04</b>	<b>To confirm the minutes of the meeting held on 27<sup>th</sup> August 2020</b>	
	Signed as a correct record. Proposed: NF Seconded: PW Outcome: all agreed	
<b>20/09/05</b>	<b>To receive the clerks report and councillors' updates</b>	
	<p><b>Clerks update:</b></p> <ul style="list-style-type: none"> <li>Jupiter Web Solutions have completed the work to the parish council website, so it complies with accessibility laws. The work revealed some issues of</li> </ul>	

compatibility with the website theme (it was out of date), steps have been taken to use an updated theme, the website colours and style are different but the layout remains the same and the plug-in has been installed see [www.burstwickpc.co.uk](http://www.burstwickpc.co.uk)

- Clerk has submitted parish council's response to the ERYC Town and Parish Council Charter consultation, as discussed in the August meeting.
- Clerk has ordered two sample plaques for the memorial roses from Calceus in Hedon as agreed in the August meeting.
- A meeting was held with the parish gardener to review PPE, new items of PPE have been ordered for the gardener.
- The play area committee inspected the play area on 10<sup>th</sup> September, low level issues were identified that will be addressed once a contractor is appointed to do the repair work.
- Parish Gardener has ploughed plot 22, it's looking a lot better, plot will be divided into 3 plots and offered to new tenants later this year.
- Plot 21B was checked on 15<sup>th</sup> September, the tenant is on an extended notice period until 1<sup>st</sup> October. The check revealed limited work has been done, a further visit took place on 21<sup>st</sup> September with the allotment tenant present to explain what they plan to do with the plot. The tenant explained that the soil needs improving first, it was agreed to take the plot off notice, but the committee will want to see a big improvement and the plot being cultivated by the Spring inspection.
- The parish council accounts are due the six-month audit shortly, once Clerk has balanced the accounts for September, they will be submitted to our internal auditor, Alan Johnson.
- PKF Littlejohn our external auditor have signed off the parish council accounts for 2019-20, Section 3 of the AGAR states '*on the basis of our review of Sections 1 & 2 of the Annual Governance and Accountability Review (AGAR), in our opinion the information in Sections 1 & 2 of the AGAR is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and the regulatory requirements have not been met.*' Section 3 will be displayed on the website and noticeboard from Friday 25<sup>th</sup> September.

**Councillor updates:**

- Cllr. Cripsey reported lots of litter in the hedge and verge along Appleby Lane, this can be reported to ERYC by logging it on the website.
- Cllr. Fairbank commented that it was good to see the new footbridge across the drain in place. Council thanked Cllr. Whiting for his effort in pursuing this with ERYC.
- Cllr. Tong feedback that a younger member of the community would like to see a scarecrow competition organised for the village. Cllr. James said that this request has been made before but when the parish council asked for volunteers to help run the event no one came forward. Cllr. Tong said he would be willing to help.
- Cllr. Waddingham is working on a community engagement strategy for the parish council and has read the Community Review report from 2015. The priorities for residents were:

	<ul style="list-style-type: none"> <li>• Road safety</li> <li>• Knowing who their councillors are and how to contact them</li> <li>• Dog fouling</li> <li>• 3g pitch</li> <li>• Community events</li> </ul> <ul style="list-style-type: none"> <li>• Cllr. Waddingham also reported that the martial arts club at the village hall is re-starting following covid secure guidance and risk assessment, the rule of 6 doesn't apply to indoor sport and exercise for individuals, but if it's group sport then it applies.</li> <li>• Cllr. James confirmed that email correspondence about Church Lane has been received. A response will be drafted and shared with the council for comment/agreement. The council will not be drawn into another dispute about the lane. The council's priority is to maintain the lane to allow access to the cemetery.</li> </ul>	
<b>20/09/06</b>	<b>To note correspondence received</b>	
	<b>Police Report</b> No data	
	<b>Burstwick Parish Council emails</b> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 33/20-21 ERNLLCA - NALC National Salary Award 2020-21 34/20-21 ERNLLCA - Newsletter 35/20-21 Humberside Police - Streat Beat newsletter for September 36/20-21 Holderness Health – information about new phone system installation 37/20-21 National Police Crime Commissioners – public survey on roads policing	
	<b>Letters received</b> None	
<b>20/09/07</b>	<b>To consider planning applications received</b>	
	<b>Planning applications:</b> 20/02833/PLF Single storey extension to side 2 Poplar Close, Burstwick  Council considered the plans.  It was proposed to log no objections to this application.  Proposed: DR Seconded: SW Outcome: All agreed  Clerk to upload comments on to the public access system.	<b>Clerk</b>
	<b>Planning Decisions to note:</b> 20/02204/PLF Single and two storey extension to side, single storey extension to other side. Single storey extension and canopy roof to create covered area to rear, construction of bay window and canopy roof to front and construction of brick wall to front boundary following demolition of existing garage Winsley Close, Appleby Lane, Burstwick	

	Planning permission granted subject to conditions.	
	<b>Appeal Decisions to note:</b> None	
<b>20/09/08</b>	<b>To discuss road safety research / options</b>	
	<p>The comprehensive report by Cllr. Whiting was included in the supporting papers pack.</p> <p>Cllr. Whiting introduced his report, saying he had split Main Street into three different zones and looked at collision data in each zone. There have been a number of collisions along Main Street over the last 5 years. The ATC in 2015 revealed that 34% of vehicles were exceeding the police benchmark of 30mph+10%+2.</p> <p>Enforcement of the speed limit is sporadic by local PSCO and Safer Roads Humber won't enforce due to issues around the part time 20mph.</p> <p>Road markings at the school are inadequate compared to other local areas such as Burton Pidsea who have an enforceable no waiting zone outside school.</p> <p>There is a feeling that Burstwick is bottom of the list for road safety.</p> <p>Some councillors said that as Safer Roads Humber is never in the village, it has taken away the deterrent. Burstwick does get used as a cut through.</p> <p>Cllr. Waddingham feels that there should be some kind of traffic calming measures for Main Street and would consider removing the part time 20mph if there was proper enforcement.</p> <p>Cllr. James expressed concerns about removing the part time 20mph because there would be no guarantee from Safer Roads Humber for regular enforcement and the parish council could then be open to criticism.</p> <p>Some councillors suggested that the residents of the village should be asked for their views on different viable options.</p> <p>Cllr. Waddingham brought up the ERYC traffic calming policy, the council could self-assess Main Street against the policy and then ask ERYC for their judgement.</p> <p>Council suggested it needed to get all the facts in place to then have more of an influence with ERYC and Safer Roads Humber.</p> <p>In summary, the action points from this wide-ranging discussion were:</p> <ul style="list-style-type: none"> <li>• Clerk to contact Wayne Goodwin to see if it would be possible to get community speed watch up and running (this would provide up-to-date figures on speeding traffic in the village)</li> <li>• Cllr Whiting to take photographs of poor-quality road surfaces, markings and signage</li> <li>• Cllr. James to make enquires re cost of another ATC</li> </ul> <p>Road safety will be added to the agenda, from October, as a standing item.</p>	<p><b>Clerk</b></p> <p><b>SW</b></p> <p><b>DJ</b></p>

<b>20/09/09</b>	<b>To agree website accessibility statement</b>	
	<p>Statement was sent with supporting papers. It was produced following the government template. It has been uploaded to the website to comply with the 23<sup>rd</sup> September deadline.</p> <p>There were no questions.</p> <p>Council to agree website accessibility statement.</p> <p>Proposed: SW  Seconded: AB  Outcome: All agreed</p>	
<b>20/09/10</b>	<b>To consider installing chicken wire along Festive Field Fence</b>	
	<p>This was a request from a member of the public, to prevent small dogs from running onto the road.</p> <p>Most councillors said that Festive Field is not a dog exercising area, if the wire was installed the dog fouling would get worse. Also, dogs on Festive Field should always be under control, to respect other users of the space. Festive Field is a space for everyone in the village to enjoy.</p> <p>Chairman called a vote.</p> <p>Those in favour of installing chicken wire: 0  Those against installing chicken wire: 7  Abstention: 1</p> <p>Decision carried; the parish council will not be installing chicken wire along the fence at Festive Field.</p>	
<b>20/09/11</b>	<b>To agree to purchase refill for dog bag dispenser on Festive Field</b>	
	<p>Council to agree to purchase one case (800) bags at a cost of £26.00 plus VAT from JRB Enterprises Ltd.</p> <p>There were no questions.</p> <p>Council to purchase the refills as set out above.</p> <p>Proposed: DR  Seconded: PT  Outcome: Agreed (one abstention)</p> <p>Clerk to place order on JRB Enterprises website.</p>	<b>Clerk</b>
<b>20/09/12</b>	<b>To discuss future landscaping of Festive Field</b>	
	<p>In relation to planting along the fence side, two options have been put forward as follows:</p> <ul style="list-style-type: none"> <li>Propose any remaining hedging (albeit sparse) is removed, the area sprayed with weed killer cleared and grass seed scattered. This will ensure the area remains low maintenance. The parish council could also consider repairing/renewing the fence next year, subject to budgeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>Suggest all the plants are removed and the whole lot is put back to grass. Planting of any description will never be low maintenance!</li> </ul> <p>Council said that the flower borders at the top of the field around the benches and hall should be kept and thanked Mr and Mrs Brown for all their efforts in planting and maintaining those areas.</p> <p>However, the hedge that the scouts planted along the fence hasn't taken very well. Some councillors suggested that instead of creating more flower borders, the area should be put back to grass for ease of maintenance.</p> <p>Following discussion, it was proposed to remove the hedging plants and revert the area back to grass.</p> <p>Proposed: SW  Seconded: DR  Outcome: Agreed (2 abstentions)</p> <p>Clerk to ask the parish gardener to complete the work, after plants have been moved.</p>	<b>Clerk</b>
<b>20/09/13</b>	<b>To consider quotes for play area repair works</b>	
	<p>Only one contractor came forward with a price for this maintenance work.</p> <p>To carry out the following work:</p> <ul style="list-style-type: none"> <li>All equipment to be washed down and any graffiti removed</li> <li>Fill any small splits in the wood with an appropriate filler</li> <li>Review all equipment and remove any sharp edges</li> <li>Treat all wood – with neutral/clear safe wood preservative</li> <li>Clear away weeds from cone climber matting and roundabout</li> <li>Repair hole in wetpour surface</li> <li>Install sign</li> </ul> <p>Grasslands Ltd (based in Thorngumbald) have quoted £1350 plus vat.</p> <p>They have also included a price for a 12-month maintenance contract, but this will be considered at the October meeting.</p> <p>There is £2439.47 in the play area budget, with a further £1000 due once the precept is paid.</p> <p>There were no questions.</p> <p>It was proposed to award the work to Grasslands Ltd as quoted above.</p> <p>Proposed: PW  Seconded: PT  Outcome: All agreed</p> <p>Clerk to contact Grasslands to agree a start date for the work.</p>	<b>Clerk</b>
<b>20/09/14</b>	<b>To approve updated financial regulations</b>	
	<p>A draft copy was emailed to all councillors on 10<sup>th</sup> September.</p> <p>There were no questions.</p> <p>Council to agree with the figures highlighted in yellow.</p>	

	<p>Proposed: DR Seconded: SW Outcome: All agreed.</p> <p>Council to agree to adopt the updated financial regulations.</p> <p>Proposed: NF Seconded: PT Outcome: All agreed.</p> <p>Clerk to upload updated regulations to the parish council website.</p>	<b>Clerk</b>
<b>20/09/15</b>	<b>To discuss projects for next year to help with budget planning</b>	
	<p>Clerk is looking at the budget for next year, to help with this process, could councillors submit ideas and any costs for projects to take forward next year.</p> <p>The parish council agrees the budget and sets the precept at the November meeting.</p> <p>Council put forward the following items:</p> <ul style="list-style-type: none"> <li>• Festive Field fence</li> <li>• Roll of Honour board</li> </ul> <p>Please email project ideas and estimate of costs to the parish clerk by the end of October.</p>	<b>All Cllrs</b>
<b>20/09/16</b>	<b>To agree parish gardener's contract</b>	
	<p>When the parish gardener was appointed, he was not issued with a contract of employment, it's now time for the council to address this.</p> <p>ERNLLCA can put together a written statement of terms and conditions of employment.</p> <p>Council to provide the following information to ERNLLCA:</p> <p>Hours: 200.2 per year Salary level: NJC SPC 4 Annual leave entitlement: 26.95 hours per year Sick pay: standard local government sick pay Pension: not applicable PPE: yes</p> <p>Cllr. James asked what the start date would be, Clerk suggested 1<sup>st</sup> April 2020. Cllr. James also reported that during a recent meeting with the parish gardener he said he was happy to continue working at the moment.</p> <p>Council to agree the above details to be included in a written statement of terms and conditions of employment.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed</p> <p>Clerk to contact ERNLLCA with the information above.</p>	<b>Clerk</b>

<b>20/09/17</b>	<b>To note salary increases for council employees for 2020-21</b>																																																							
	<p>National Joint Council (NJC) new pay scales have been agreed as follows:</p> <p>Parish Clerk SCP 12 £11.53 (54 hours per month)  Village Hall Clerk SCP 8 £10.65 (21.67 hours per month)  Parish Gardner SCP 4 £9.84 (variable hours)</p> <p>To be backdated to 1<sup>st</sup> April 2020.</p> <p>Council to agree to pay these new rates from October.</p> <p>Proposed: DR  Seconded: AB  Outcome: All agreed</p> <p>Council to agree to amend the standing orders that are set up to pay salaries for parish clerk and village hall clerk, new amounts as follows:</p> <p>Parish Clerk £640.62  Village Hall Clerk £240.79</p> <p>To take effect from November, as October pay will include back pay.</p> <p>Proposed: SW  Seconded: PT  Outcome: All agreed</p>																																																							
<b>20/09/18</b>	<b>To agree payments in accordance with the budget</b>																																																							
	<p>Approve the schedule of payments for September as follows:</p> <p><b>September 2020 Accounts</b></p> <p><b>Payments</b></p> <table border="0"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">VAT</th> </tr> </thead> <tbody> <tr> <td>Freedom Scroll</td> <td style="text-align: right;">88.56</td> <td style="text-align: right;">14.76</td> </tr> <tr> <td>PKF Littlejohn - external audit fee</td> <td style="text-align: right;">240.00</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>Jupiter Web Solutions - web accessibility work/plugin</td> <td style="text-align: right;">160.00</td> <td></td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> <td style="text-align: right;">7.40</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">19.60</td> <td></td> </tr> <tr> <td>Staff salaries for September (3 part time staff)</td> <td style="text-align: right;">1076.44</td> <td></td> </tr> <tr> <td>Gardeners expenses: belts for sit on mower</td> <td style="text-align: right;">41.28</td> <td style="text-align: right;">6.88</td> </tr> <tr> <td>Gardeners expenses: stakes to divide plot 22</td> <td style="text-align: right;">16.61</td> <td style="text-align: right;">2.77</td> </tr> <tr> <td>Gardeners expenses: petrol</td> <td style="text-align: right;">22.63</td> <td style="text-align: right;">3.77</td> </tr> <tr> <td>Credit card:</td> <td style="text-align: right;">19.39</td> <td></td> </tr> <tr> <td>Wilko - ream of paper x 2 £5.00</td> <td></td> <td style="text-align: right;">0.83</td> </tr> <tr> <td>Zoom subscription £14.39</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>1,728.91</b></td> <td></td> </tr> <tr> <td colspan="3"><b>Receipts</b></td> </tr> <tr> <td>Precept 2nd half</td> <td style="text-align: right;">11,750.00</td> <td></td> </tr> <tr> <td>Cemetery fees</td> <td style="text-align: right;">270.00</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>Total</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>12,020.00</b></td> </tr> </tbody> </table> <p>Proposed: DR  Seconded: AB</p>	Description	Amount	VAT	Freedom Scroll	88.56	14.76	PKF Littlejohn - external audit fee	240.00	40.00	Jupiter Web Solutions - web accessibility work/plugin	160.00		Glazik Kershaw - payroll provider	44.40	7.40	HMRC	19.60		Staff salaries for September (3 part time staff)	1076.44		Gardeners expenses: belts for sit on mower	41.28	6.88	Gardeners expenses: stakes to divide plot 22	16.61	2.77	Gardeners expenses: petrol	22.63	3.77	Credit card:	19.39		Wilko - ream of paper x 2 £5.00		0.83	Zoom subscription £14.39				<b>1,728.91</b>		<b>Receipts</b>			Precept 2nd half	11,750.00		Cemetery fees	270.00			<b>Total</b>	<b>12,020.00</b>	
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	Outcome: All agreed	
<b>20/09/19</b>	<b>Items for next month's agenda</b>	
	GDPR Data protection policy 12-month maintenance contract for play area	
	<b>Date of next meeting</b> Thursday 22 <sup>nd</sup> October 2020	
	<b>Meeting closed at: 21.03</b>	