

BURSTWICK PARISH COUNCIL

MEETING HELD ON ZOOM THURSDAY 25th FEBRUARY 2021

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

Public: 0

Minute	Discussion and agreement	Action
21/02/01	To note apologies for absence	
	None	
21/02/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Cllr. James – agenda item 15</p> <p>Non-pecuniary: Cllr. A Brown – none disclosed Cllr. Cripsey – none disclosed Cllr. N Fairbank – play area Cllr. S Gould – allotments, play area Cllr. D James – finance and personnel committee Cllr. D Rainforth – none disclosed Cllr. P Tong – allotments Cllr. P Waddingham – none disclosed Cllr. S Whiting – play area, finance/personnel committee</p>	
21/02/03	Members of the public are invited to address the council	
	No members of the public attended the meeting.	
21/02/04	To confirm the minutes of the meeting held on 28th January 2021	
	Signed as a correct record. Proposed: PW Seconded: SW Outcome: All agreed	
21/02/05	To receive the clerks report and councillors’ updates	
	Clerks report on previous decisions taken, actions and issues: <ul style="list-style-type: none"> • The annual independent inspection of the play area will take place in March by the Play Inspection Company. 	

	<ul style="list-style-type: none"> • Clerk has received 3 sets of coloured LED bulbs from Lumalite, blue bulbs are out of stock and hopefully will be delivered soon. Later in the year when restrictions are lessened Clerk will organise a bulb swap afternoon. • February newsletter has been produced, due to COVID-19 it is only available electronically via social media and our website. A limited number of printed copies are available from the village shop and copies have been placed on the noticeboard. • The parish gardener has removed two large trailer loads of hedge cuttings and other green waste from Church Lane. • Clerk has been making enquiries to local landscape gardeners to get the War Memorial Gardens project re-started. We have some initial designs, but these need finalising, worked up and costed out to then enable the Council to apply for funding to complete the project. Again, Clerk is finding it difficult to find someone willing to even provide a quote, having been turned down by one organisation already, their waiting list is a year for an initial consultation! • Clerk attended the Institute of Crematoria and Cemetery Management online training on 23rd and 24th February on transferring the exclusive right of burial – this is a major issue for the parish council cemetery and Clerk hopes to put in place a proper system to ensure this takes place going forward in the future. • Legislation that allows councils to hold remote meetings will expire on 7th May 2021. There is a duty this year to hold an Annual parish meeting, this must take place between 1st March – 1st June. It can be held remotely if organised before 7th May 2021. It normally takes place on the same day as the April parish council meeting. The parish council will also hold the annual meeting of the council in May, this could possibly be the first face-to-face meeting held depending on restrictions and legislation. <p>Councillor updates:</p> <ul style="list-style-type: none"> • Cllr. Fairbank reported dog fouling was the worst he'd ever seen it in the village. • Cllr. Whiting reported receiving complaints from residents about the state of the waste ground at Newbridge Road (where Stutts Cottage/Forge Cottage once stood) and the un-finished building site on the Nags Head. Are there any updates as to what is happening with both sites? Cllr. James suggested putting this on the next agenda for discussion. Clerk to make enquiries about both sites. • Cllr. James reported that a resident of Beech Close had complained about parked cars on the pavement on Elm Tree Farm Road and Pinfold Lane, forcing them to walk in the road with a frame. PCSO Bainton was contacted has been doing spot checks. Cllr. James also contacted ERYC who advised that the Pavement Parking Bill is going through Parliament and ERYC will start to enforce once it is law. Reminders will be posted on the parish councils' social media. • Cllr. Waddingham commented about the number of cars parked on the roadside at the top of Churchill Avenue, when properties have driveways. It was noted that as long as the cars are not causing an obstruction, there is nothing the police can do. 	Clerk
21/02/06	To note correspondence received	
	<p>Police Report <u>Drugs:</u> (One investigation) a Burstwick man charged with possession of Class B drugs following a Section 23 disuse of drugs warrant at a property in Burstwick on 8th January</p>	

	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 86/20-21 Ward Councillor Birch, letter regarding the planning permission at the West Newton site for Rathlin UK 87/20-21 ERNLLCA newsletter 88/20-21 Humberside Police Parish and Town Council newsletter for January 89/20-21 Survey of Town and Parish Councils in East Riding about a joint mayoral authority of East Riding and Hull 90/20-21 ERYC Guidance on remote meeting legislation ending on 7th May 2021 91/20-21 ERYC Decision notice re: holiday lodge development on site of Sangwin Concrete 92/20-21 Holderness Health Town and Parish Council forum on 29th March 2021 93/20-21 Privy Council re: Final Order regarding closure of All Saints Churchyard 94/20-21 ERNLLCA Holderness District Meeting on 23rd February 95/20-21 ERYC Covid-19 Members Briefing 11th February 96/20-21 Office of Police and Crime Commissioner February Newsletter 97/20-21 ERNLLCA Change of date for the Holderness District Committee meeting to 24th February 98/20-21 ERYC information regarding proposal for devolution</p>	
	<p>Letters received None</p>	
<p>21/02/07</p>	<p>To consider planning applications received</p>	
	<p>Planning applications: <u>20/03956/PLF</u> Construction of dormer window to the rear and erection of single storey extension to rear (AMENDED SCHEME of 20/01559/PLF) 4 Sharp Avenue, Burstwick</p> <p>The parish council considered the latest set of plans for this application (drawing P.006B dated 19th February). The parish council commented that it has been hard to actually work out what has been changed on the plans for this application, this being the fourth set of plans submitted.</p> <p>Several councillors have visited Sharp Avenue and the surrounding streets. It was noted that there are several properties with dormer extensions to the rear and Velux windows in the roof, which does set a precedent.</p> <p>The council considered the comments that neighbours had posted to the public access system, but they were comments relating to the previous plan N.028X of 29th October 2020.</p> <p>It was noted that this revised plan (P.006B) will not be raising the roof height, this was one of the main reasons why the plans were rejected by ERYC last year.</p> <p>Councillors considered the site and noted there appears to be room for the extension which still leaves most of the garden. The plan shows most of the development to be taking place at the rear of the property.</p> <p>On the basis that the roof height was no longer being raised, it was proposed to log no objections to the amended scheme as set out in plans P.006B of 19th February 2021.</p> <p>Proposed: SW Seconded: NF Outcome: All agreed.</p>	

<p><u>21/00181/PLF</u> Single storey extension to side The Villa, Station Road, Burstwick</p> <p>Council considered the plans.</p> <p>It was proposed to log no objections.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed.</p> <p><u>20/01576/PLF</u> Erection of service station building incorporating a convenience store (with sale of alcohol), café and associate parking following demolition of existing building (AMENDED SCHEME) Burstwick Service Station, Ellifoot Lane, Burstwick</p> <p>The council considered the amended plans, it appears that the car park has been relocated 6 metres away from the building.</p> <p>It was proposed to log no objections to these amended plans.</p> <p>Proposed: PW Seconded: PT Outcome: All agreed.</p> <p><u>20/03617/PLF</u> First floor extension to rear (AMENDED PLANS) 17 Churchill Rise, Burstwick</p> <p>The council considered the amended plans, the roof has changed from being flat to pitched. Council noted objections from neighbours regarding light and privacy and considered the site in relation to these concerns.</p> <p>Following consideration of concerns raised by neighbouring properties, it was proposed to log no objections to the amended plans.</p> <p>Proposed: SW Seconded: PT Outcome: All agreed.</p> <p>Clerk to log comments on the ERYC public access system.</p>	Clerk
<p>Planning Decisions to note: <u>20/02861/PLF</u> Change of use of land to a holiday lodge development comprising 29 lodges, reception/recreation building, construction of a lake and associated landscape and infrastructure following demolition of existing buildings Sangwin Concrete Products Limited, Kelsey Hill, Hariff Lane, Burstwick</p> <p>Planning permission granted by ERYC subject to conditions (20 conditions).</p>	

	<p>Appeal Decisions to note: None</p>	
21/02/08	<p>To discuss road safety in the village and receive any updates on action taken</p> <p>Clerk sent an email back to Lianne Darbinson at ERYC on 4th February, thanking her for her response to the parish council email at the start of the year. Council will contact her in April for any updates.</p> <p>Cllr. James reported to the council that he had put a poster on the councils Facebook page about hover boards, as there have been several young children riding them on the roads and pavements in the village, causing concern for their safety.</p> <p>A mix of response were received to the Facebook post, some positive and others not so positive.</p>	
21/02/09	<p>To consider cost of new noticeboard for the allotments</p> <p>A request for a noticeboard was made last year by some tenants. Clerk has researched some options / quotes for an aluminium board with capacity of 6 sheets of A4 as follows:</p> <p><u>Greenbarnes Ltd</u> Powder coated in green, with legs, header, magnetic display £625.03 (plus VAT £125.01) totals £750.04</p> <p>A green noticeboard, on legs, with magnetic display, without header £508.93 (plus VAT £101.79) totals £610.72</p> <p><u>Earth Anchors</u> Noticeboard powder coated in green, legs, magnetic display, with header £485.00 (plus VAT £97.40) totals £584.40</p> <p>Noticeboard powder coated in green, legs, magnetic display, no header £394.00 (plus VAT £80.80) totals £484.80</p> <p>Clerk advised there is £773.19 in the allotments budget (with bills of £105.81 for water and £86.40 for hedge cutting to come out of budget this month) which leaves £580.98. The price could be reduced further if the powder coating is removed.</p> <p>Council felt it was a good idea and considered the quotes. It was suggested the noticeboard could be purchased in May, once allotment rents have been paid. Volunteers will be needed to help install it.</p> <p>It was proposed to purchase a board from Earth Anchors, with no header at a price of £394.00 plus VAT</p> <p>Proposed: PT Seconded: SG Outcome: All agreed.</p> <p>Clerk to make purchase as agreed in May.</p>	Clerk

21/02/10	To agree to purchase a banner to support NHS, social care and frontline workers day on 5th July 2021 using S137 powers	
	<p>The WI would like to hold an afternoon tea and would like the parish council to consider funding a banner for the event.</p> <p>They are a fixed price and design:</p> <p>72 inches x 32 inches £49.02 120 inches x 36 inches £64.38</p> <p>Bunting is also available (15 m with 36 rectangular pennants £40.86).</p> <p>A £5 donation is made when a banner is purchased, split between NHS Charities Together and National Care Association.</p> <p>Cllr. Brown reported that the WI felt it was a worthwhile cause to support, it is a national event on Monday 5th July, hopefully lockdown will be eased for people to take part.</p> <p>Cllr. Fairbank asked if shop workers were included, as they were also important. In response the banner says 'NHS, social care and frontline workers day, we thank you', the event will include all frontline workers.</p> <p>It was proposed to use S137 powers to purchase the 120x36 inch banner and one strand of bunting for total cost of £105.24</p> <p>Proposed: SW Seconded: PW Outcome: All agreed</p> <p>Clerk to arrange the purchase of the banner and bunting.</p>	Clerk
21/02/11	To discuss purchasing dog fouling signs from Keep Britain Tidy	
	<p>As discussed at the January meeting, dog fouling in the village is an ongoing issue. Keep Britain Tidy has several key catching resources which the council has purchased in the past.</p> <p>Packages as follows:</p> <p>'No such thing as the dog poo fairy' 10 A4 posters 10 bin stickers £60 plus VAT total £72.</p> <p>'We're watching you' package. The council has previously purchased these signs and only one remains at the village hall.</p> <p>The bin stickers have to be purchased with the signs; the normal minimum order is 10 signs but clerk has negotiated 5 due to the cost.</p> <p>5x A3 correx glow in the dark signs (£25 per sign) totals £125.</p> <p>Bin stickers £5 each.</p> <p>Council felt that these resources were expensive, the bin stickers purchased in the past were peeled off and signs destroyed and won't make any difference.</p>	

	<p>Councillors asked if the parish council could use 'no dog fouling' stencils? It was felt they would be more effective. Clerk said these were supplied by ERYC in the past, but the council would have to purchase their own now.</p> <p>It was proposed to bring options and prices back to the March meeting for consideration.</p>	Clerk
21/02/12	To discuss garden waste spilling onto Woolam Hill path	
	<p>Clerk had circulated some photos which showed large piles of rotting grass cuttings in the hedge/dry ditch which runs along side the path. It was noted that the grass cuttings are not spilling on to the path at the moment.</p> <p>Council suggested writing to the property owner to ask them to refrain from dumping grass cuttings in this area and that the council will be monitoring the area over spring and summer.</p> <p>A councillor said it would be worth checking who owns the land before writing the letter.</p> <p>It was proposed to check land ownership before writing to the property owner.</p> <p>Proposed: AB Seconded: PT Outcome: All agreed</p> <p>Clerk to check license agreement with Diocese of York and Land Registry.</p>	Clerk
21/02/13	To adopt updated Equal Opportunities Policy	
	<p>Updated policy has been sent to all councillors.</p> <p>There were no questions.</p> <p>Council to adopt updated policy.</p> <p>Proposed: AB Seconded: PW Outcome: All agreed</p> <p>Clerk to upload updated policy to parish council website.</p>	Clerk
21/02/14	To adopt updated Health and Safety Policy	
	<p>Updated policy has been sent to all councillors.</p> <p>There were no questions.</p> <p>Council to adopt updated policy.</p> <p>Proposed: NF Seconded: SW Outcome: All agreed</p> <p>Clerk to upload updated policy to parish council website.</p>	Clerk

21/02/15	To review staff salaries for 2021-22																																																				
	<p>Cllr. James disclosed a pecuniary interest in this agenda item and did not take part in the discussion or vote.</p> <p>The parish council did not review staff salaries for the forthcoming financial year last autumn as part of the appraisal process due to the clerks request for a job evaluation, which the parish council agreed to. ERNLLCA have completed the review, and their recommendation is that the parish clerk should be on a scale point 17.</p> <p>Due to the ongoing economic impact of Covid-19 and lack of budget provision, it is suggested that all staff remain on their current salary points and any cost-of-living increase agreed by the government be applied in 2021-22 financial year.</p> <p>Following the appraisals this autumn, parish council to review the recommendation from ERNLLCA, agree salary ranges (for both Parish Clerk and Village Hall Clerk), agree any increase in salary point within the ranges and make necessary budget provision from 2022-23.</p> <p>It was proposed for all staff to remain on their current salary scales and review in the autumn as outlined above.</p> <p>Proposed: SW Seconded: SG Outcome: Agreed</p>																																																				
21/02/16	To agree payments in accordance with the budget																																																				
	<p>Schedule of payments and receipts for February as follows:</p> <p>February 2021 Accounts</p> <p>Payments</p> <table border="0" data-bbox="272 1218 1209 1709"> <thead> <tr> <th data-bbox="272 1218 954 1252">Description</th> <th data-bbox="970 1218 1082 1252">Amount</th> <th data-bbox="1102 1218 1155 1252">VAT</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1256 954 1290">Lumalite - coloured LED bulbs for xmas lights S137</td> <td data-bbox="970 1256 1082 1290">156.00</td> <td data-bbox="1102 1256 1209 1290">26.00</td> </tr> <tr> <td data-bbox="272 1294 954 1328">FG Adamson - annual service for sit-on mower</td> <td data-bbox="970 1294 1082 1328">389.33</td> <td data-bbox="1102 1294 1209 1328">64.88</td> </tr> <tr> <td data-bbox="272 1332 954 1366">DA & CA Buckton - allotment hedge cutting</td> <td data-bbox="970 1332 1082 1366">86.40</td> <td data-bbox="1102 1332 1209 1366">14.40</td> </tr> <tr> <td data-bbox="272 1370 954 1404">Business Stream - allotments water bill</td> <td data-bbox="970 1370 1082 1404">105.61</td> <td></td> </tr> <tr> <td data-bbox="272 1408 954 1442">Glazik Kershaw - payroll provider</td> <td data-bbox="970 1408 1082 1442">44.40</td> <td data-bbox="1102 1408 1209 1442">7.40</td> </tr> <tr> <td data-bbox="272 1447 954 1480">Staff salaries for February</td> <td data-bbox="970 1447 1082 1480">1018.57</td> <td></td> </tr> <tr> <td data-bbox="272 1485 954 1518">Credit card:</td> <td data-bbox="970 1485 1082 1518">22.31</td> <td></td> </tr> <tr> <td data-bbox="272 1523 954 1556">Zoom subscription £14.39</td> <td></td> <td></td> </tr> <tr> <td data-bbox="272 1561 954 1594">Post Office stamps £7.92</td> <td></td> <td></td> </tr> <tr> <td data-bbox="272 1599 954 1632">HMRC - tax</td> <td data-bbox="970 1599 1082 1632">0.60</td> <td></td> </tr> <tr> <td data-bbox="272 1637 954 1671">Tony Styche Ltd - flood pumps service</td> <td data-bbox="970 1637 1082 1671">480.00</td> <td data-bbox="1102 1637 1209 1671">80.00</td> </tr> <tr> <td></td> <td data-bbox="970 1675 1082 1709">2,303.22</td> <td></td> </tr> </tbody> </table> <p>Receipts</p> <table border="0" data-bbox="272 1756 1082 1977"> <tbody> <tr> <td data-bbox="272 1756 954 1789">NS& I Investment Account yearly interest</td> <td data-bbox="970 1756 1082 1789">119.85</td> </tr> <tr> <td data-bbox="272 1794 954 1827">Cemetery fees</td> <td data-bbox="970 1794 1082 1827">220.00</td> </tr> <tr> <td data-bbox="272 1832 954 1865">Headstone fee - CARRICK</td> <td data-bbox="970 1832 1082 1865">60.00</td> </tr> <tr> <td data-bbox="272 1870 954 1904">Headstone fee - FAWCETT</td> <td data-bbox="970 1870 1082 1904">50.00</td> </tr> <tr> <td data-bbox="272 1908 954 1942">East Carr Lane - Right of Way fee</td> <td data-bbox="970 1908 1082 1942">25.00</td> </tr> <tr> <td></td> <td data-bbox="970 1946 1082 1977">474.85</td> </tr> </tbody> </table> <p>Proposed: PW Seconded: DR Outcome: All agreed</p>	Description	Amount	VAT	Lumalite - coloured LED bulbs for xmas lights S137	156.00	26.00	FG Adamson - annual service for sit-on mower	389.33	64.88	DA & CA Buckton - allotment hedge cutting	86.40	14.40	Business Stream - allotments water bill	105.61		Glazik Kershaw - payroll provider	44.40	7.40	Staff salaries for February	1018.57		Credit card:	22.31		Zoom subscription £14.39			Post Office stamps £7.92			HMRC - tax	0.60		Tony Styche Ltd - flood pumps service	480.00	80.00		2,303.22		NS& I Investment Account yearly interest	119.85	Cemetery fees	220.00	Headstone fee - CARRICK	60.00	Headstone fee - FAWCETT	50.00	East Carr Lane - Right of Way fee	25.00		474.85	
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21/02/17	Items for next month's agenda	
	Review allotment rents for 2022 Agree parish council action plan for 2021-22 To review and agree parish council operational risk assessment for 2021-22 To review the parish council's internal control procedures To review the parish council's publication scheme and request for information procedure To agree cost of dog fouling stencils and paint To discuss the Nags Head and Stutts Cottage/Old Forge Cottage site	
	Date of next meeting Thursday 25 th March at 7.30pm	
	Meeting closed at: 20:59	