

BURSTWICK PARISH COUNCIL

MEETING HELD VIA ZOOM VIDEO CONFERENCE

THURSDAY 25th JUNE 2020

Present: Cllr. A Brown – Vice Chairman (Chair) 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
20/06/01	To note apologies for absence	
	Cllr. James	
20/06/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. A Brown – Allotments Cllr. Cripsey – Play area Cllr. N Fairbank – Play area Cllr. S Gould – Allotments, Play area Cllr. D Rainforth – none disclosed Cllr. P Tong – Allotments Cllr. P Waddingham – none disclosed Cllr. S Whiting – Play area</p>	
20/06/03	Members of the public are invited to address the council	
	No members of the public were in attendance.	
20/06/04	To confirm the minutes of the meeting held on 28th May 2020	
	Signed as a correct record. Proposed: SW Seconded: NF Outcome: All agreed	
20/06/05	To receive the clerks report and councillors updates	
	<p>Clerks update</p> <ul style="list-style-type: none"> Delayed allotment rent letters were sent out on 1st June, as of Friday 19th June 39 tenants have made payment, 10 are outstanding (49 tenants renting 54 plots and 1 plot in recovery). 	

	<ul style="list-style-type: none"> • The parish council website domain has been renewed for a further 2 years. • The parish Council has received the VAT refund for 2019-20 financial year totalling £1849.77 – which will be shared across budget headings for this financial year. • As agreed at the May meeting, letters were sent out to 1 and 2 The Cottages, in response to recent issues with the allotments and occupier of No 1 The Cottages was offered plot 5 and has accepted. • Documents have been sent off to the external auditor for the Annual Governance and Accountability Review (AGAR) 2019-20 financial year, key documents will be uploaded to our website and posted on the notice boards in July for the exercise of public rights. Clerk has spent time editing the audit section of the website to make it clearer and easier to access documents. • ERYC have completed works to remove the informal layby on Ellifoot Lane – with soil and grass seed and three concrete bollards to stop traffic pulling in. • Website accessibility regulations – Cllr. Tong has agreed to review the parish council website, Clerk to produce a check list with aim to report findings at July meeting. • As per the Government announcement on the 23rd June, the village play area will re-open on Saturday 4th July. <p>Councillors updates</p> <ul style="list-style-type: none"> • Cllr. Waddingham reported that he had spoken to Paul Rimmer about the rubbish in the drain, there is no plan at the moment to try and remove it and will continue to monitor. • Cllr. Whiting reported that following a recent exchange of emails with ERYC, they have confirmed that the new footings for the replacement foot bridge over the drain are in place, the contractor will have to access the farmer’s fields to fit the bridge and the landowner wants this to happen after the crops are harvested, so it is hoped the bridge will be in place by end of August. • Cllr. Fairbank asked who owned or is responsible for three large conifer trees near the pumping station, it was suggested that as they form part of the hedge, it will be the landowner/property owner’s responsibility. • Cllr. Gould reported that the parish council owned bus shelter is a mess and needs a good clean. • It was also reported that the hedge at Corner House was growing out into the path, Cllr. Whiting is going to report it to ERYC. • Cllr. Waddingham is also looking at re-starting the martial arts class at the village hall and is awaiting further guidance before doing so. 	<p>Clerk SW</p>
20/06/06	To note correspondence received	
	<p>Police Report None received</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 16/20-21 ERNLLCA newsletter 17/20-21 Humberside Police Street Beat newsletter for May</p>	

	18/20-21 ERNLLCA newsletter	
	<p>Letters received</p> <p>1 The Cottages accepting plot 5 and informing the parish council that the issues with plot 3 have been resolved.</p>	
20/06/07	<p>To consider planning applications received</p> <p>Planning applications (2):</p> <p><u>20/01559/PLF Two storey rear extension</u> 4 Sharp Avenue, Burstwick</p> <p>Council considered the plans, one councillor commented about the possibility of the new extension overlooking neighbouring properties, but ERYC would also consider that when looking at the application.</p> <p>It was proposed to log no objections to this application.</p> <p>Proposed: SW Seconded: MC Outcome: All agreed</p> <p><u>20/00866/PLF single storey extension to side following removal of existing conservatory</u> Windy Hill, Appleby Lane, Burstwick</p> <p>Council considered the plans and there were no comments.</p> <p>It was proposed to log no objections to this application.</p> <p>Proposed: NF Seconded: SG Outcome: All agreed</p> <p>Clerk to post decisions on the public access system.</p>	Clerk
	<p>Planning Decisions to note:</p> <p>None</p>	
	<p>Appeal Decisions to note</p> <p>None</p>	
20/06/08	<p>To discuss outcome from road safety meeting held in March</p> <p>The parish council received an email on 27th March following a site meeting held on 10th March with parish councillors, Clerk and Ben Larder from ERYC.</p> <p>Cllr. Waddingham said he has ongoing concerns about road safety in the village and suggested the parish council write back to ERYC. The letter could be polite but probing asking exactly where the 9 collisions over the last 5 years have taken place, where they all outside the school or in locations across the village? What criteria does ERYC use to assess road safety and can the parish council see it? What is a reasonable number of collisions to take place outside a school before action is taken?</p> <p>Cllr. Whiting added that he disagreed with some of the email ERYC sent. Similarly, he would like more information as to where the 9 collisions took place. He also suggests that</p>	

	<p>the 20mph advisory sign is part of the problem, it prevents Safer Roads Humber from carrying out enforcement and it may impact on the council's ability to run Community Speed Watch in the village.</p> <p>Cllr. Rainforth said the parish council had paid for the installation of the part time 20mph signs and that the parish council needs to be clear as to what it wants to do with improving road safety. Once the council has a clear strategy, then this can be presented to ERYC. He suggested that the Community Review held in 2015 may include responses from the village about road safety.</p> <p>Clerk suggested setting up a working group to review the options available to the parish council.</p> <p>It was proposed to set up a working group to review evidence, correspondence and develop options for the parish council to consider at a future meeting.</p> <p>Proposed: NF Seconded: PT Outcome: All agreed</p> <p>Councillors Whiting, Waddingham and Fairbank will form the working group.</p> <p>Clerk to provide copies of correspondence and any other supporting information.</p>	<p>SW/PW/ NF Clerk</p>
<p>20/06/09</p>	<p>To review parish council projects and timescales</p>	
	<p>The Coronavirus pandemic has delayed several projects, the Council reviewed its action plan for 2020-21 and put projects into the following categories:</p> <ul style="list-style-type: none"> • Projects to be re-started in next couple of months • Projects planned or re-scheduled to be delivered later in the year • Projects that continue to be postponed <p>Projects to be re-started in next couple of months</p> <ul style="list-style-type: none"> • Honorary Freedom of parish – scroll and frame to be ordered • Purchase and install a Role of Honour board • Road safety – engineering, road markings, surfaces and signs • Cemetery memorial rose border • Play area maintenance – washing equipment, treating wood, weeding, signage, surfaces and review goal nets <p>Projects planned or re-scheduled to be delivered later in the year</p> <ul style="list-style-type: none"> • Road safety - Community Speedwatch – site meeting • War Memorial Gardens project • Streetlight LED bulbs • Allotment marker posts • Play area – service roundabout, install 1 or 2 new replacement pieces of equipment <p>Projects that continue to be postponed</p> <ul style="list-style-type: none"> • Community litter pick – take place Spring 2021 • VE Day Afternoon tea – summer 2021 • Community Welbeing event – look to merge this with Summer gala in 2021 • Best Kept Allotments – summer 2021 	

	Clerk to update action plan as set out above.	Clerk
20/06/10	To receive a report from recent allotments inspection	
	<p>The allotments were inspected by the allotments committee on 16th June. Cllr. Brown reported that it is the same plots that are causing the problems.</p> <p>It was noted that plots 6, 9a, and 29 were not as well cultivated and will be monitored. There are specific reasons for plot 29 and the tenant will keep in contact with Cllr. Brown.</p> <p>Plots 21B, 22, 48, 49 and 50 were causing concern. Most of these plots have not been properly cultivated for at least a couple of years, if not longer.</p> <p>It was noted that there is an amount of what looks like asbestos on plot 36.</p> <p>The committee put forward an idea that plots 21B and 22 could be used to develop 4 starter plots, these would be given to people currently on the waiting list to then prove they were competent allotment gardeners before being offered a larger plot. The council discussed the idea but thought it would be too complicated to administer in practice.</p> <p>The Clerk suggested instead that plot 22 could be split into two smaller, more manageable plots and charged at the small allotment rate.</p> <p>Cllr. Brown also reported that she is currently looking after the plot in recovery, it will need another year and from next April Cllr. Brown will be happy to pay rent on the plot as it will be productive. Look to offer it to a new tenant from March 2022.</p> <p>Following discussion, it was proposed to send several letters as follows:</p> <ul style="list-style-type: none"> • notice to end tenancy agreement to plots: 21B, 22 and 48 • warning letters to plots 49 and 50 • a letter to plot 36 requesting removal of the asbestos <p>Proposed: DR Seconded: MC Outcome: All agreed</p> <p>Clerk to draft and send letters as outlined above.</p>	Clerk
20/06/11	To discuss hosepipe usage on the allotments	
	<p>Tenants were reminded in their rent letters that hosepipe usage at the allotments is prohibited, as stated in the tenancy agreement. The Clerk has received numerous enquiries as to whether hosepipes can be used to fill up tenant's own water butts.</p> <p>Cllr. Brown stated that she has never seen anyone water their plot with a hosepipe. Tenants do use hosepipes to fill their own water butts for two main reasons:</p> <ol style="list-style-type: none"> 1. It can be a long way to carry water from the water butts located around the edge of the allotment site 2. Some tenants don't like to water their plants with cold tap water, they prefer to let the water acclimatise first in their own water butt <p>Councillors reported that homemade devices were being used to hold the push down taps in an on position to then connect hose pipes. Councillors were concerned that after</p>	

	<p>spending a considerable amount of money from the allotments budget last year to fit these taps, they may end up getting damaged.</p> <p>Most councillors held the view that as the tenancy agreement prohibits the use of hosepipes then they should not be used to fill up water butts.</p> <p>It was proposed that a letter be sent to all tenants to remind them of the tenancy agreement and that if plot holders are caught using homemade adapters to keep the taps on to use a hosepipe, they are breaking the conditions of the tenancy agreement and this may lead to their tenancy being ended.</p> <p>Proposed: NF Seconded: PT Outcome: All agreed</p> <p>Clerk to draft and send letter as outline above.</p>	Clerk
20/06/12	To discuss Burstwick in Bloom 2021	
	<p>Cllr. Brown introduced this idea for the parish council to consider. Her and her husband look after the flower borders on Festive Field and thought it would be a good idea to encourage more people in the village to get involved.</p> <p>The idea is to have a number of troughs mounted on the fence at Festive Field, the troughs would be adopted by families, individual or the school, to be planted up and looked after by those who adopt them. There could be a competition as part of the summer gala next year.</p> <p>The parish council would provide the trough and the compost. The adoptees would provide the plants.</p> <p>Some councillors thought this was a good idea and others were concerned about vandalism and access to water.</p> <p>Cllr. Brown will investigate costs and bring back to a future meeting.</p>	
20/06/13	To discuss a strategy for developing sports facilities in the village	
	<p>Cllr. Waddingham would like the parish council to develop a strategy to improve the sports facilities for the village. In the past the village had sporting clubs like cricket and football. He would like to research what could be possible for the village over the next 2, 5 and 10 years.</p> <p>Clerk suggested developing a survey that could go out in the next edition of the newsletter. This would give the parish council some initial information to then develop a strategy going forward.</p>	PW/Clerk
20/06/14	To discuss findings from recent play area inspection	
	<p>Play area committee and Clerk carried out an operational inspection on Thursday 11th June. The play area is due to re-open on Saturday 4th July, in line with Government guidance.</p> <p>However, it did look dishevelled and uncared for.</p> <p>Council to agree to seek local quote for the following work:</p> <ul style="list-style-type: none"> • All equipment to be washed down and any graffiti removed 	

	<ul style="list-style-type: none"> • Fill any small splits in the wood with an appropriate filler • Review all equipment and remove any sharp edges • Treat all wood – with neutral/clear safe wood preservative • Clear away weeds from cone climber matting and roundabout • Possibly recut grass / or collect cuttings • Repair hole in wetpour surface (repair kits costs from £30) <p>Councillors asked if any safety measures need to be put in place for the play area re-opening, Clerk to assess guidance, review risk assessment and look at new signs.</p> <p>Councillors agreed that the play area needs the maintenance work listed above.</p> <p>It was proposed to seek quotes from local contractors.</p> <p>Proposed: SG Seconded: PW Outcome: All agreed</p> <p>The committee also looked at the goals at the games area and suggested installing a section of 1.8m high bow top fencing, painted yellow – to prevent kicked balls from flying across the rest of the play area.</p> <p>Councillors thought this was a good suggestion.</p> <p>It was proposed to seek quotes for this work.</p> <p>Proposed: NF Seconded: MC Outcome: All agreed</p>	<p>Clerk</p> <p>Clerk</p>
<p>20/06/15</p>	<p>To agree operational risk assessment for 2020-21</p>	
	<p>This lengthy document was due to be approved at the March meeting (however the meeting was cancelled due to government imposed lockdown). It was circulated to all councillors on Thursday 12th March. No comments were received.</p> <p>There were no further questions.</p> <p>Council to adopt risk assessment for 2020-21.</p> <p>Proposed: DR Seconded: SW Outcome: All agreed</p>	
<p>20/06/16</p>	<p>To review asset register for 2020-21</p>	
	<p>This document records all land, building and equipment owned by the parish council and is kept up-to-date and shared with insurance provider each year in November.</p> <p>There were no questions.</p> <p>Council noted asset register.</p>	

20/06/17	To agree payments in accordance with the budget																																	
	<p>Approve the schedule of payments for June as follows:</p> <p style="text-align: center;">June 2020 Accounts</p> <p>Payments</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">0.80</td> </tr> <tr> <td>Staff salaries for June (3 part time staff)</td> <td style="text-align: right;">1030.56</td> </tr> <tr> <td>Gardeners expenses - plants</td> <td style="text-align: right;">7.00</td> </tr> <tr> <td>Credit card:</td> <td style="text-align: right;">54.19</td> </tr> <tr> <td>Stamps £7.80</td> <td></td> </tr> <tr> <td>Zoom subscription £14.39</td> <td></td> </tr> <tr> <td>Credit card annual fee £32.00</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">1,136.95</td> </tr> </tbody> </table> <p>Receipts</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>VAT refund</td> <td style="text-align: right;">1,849.77</td> </tr> <tr> <td>Bank interest</td> <td style="text-align: right;">3.00</td> </tr> <tr> <td>Allotment rents</td> <td style="text-align: right;">118.00</td> </tr> <tr> <td>Allotment rents</td> <td style="text-align: right;">380.00</td> </tr> <tr> <td>Allotment rents</td> <td style="text-align: right;">59.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right; border-top: 1px solid black;">2,409.77</td> </tr> </tbody> </table> <p>Proposed: SW Seconded: DR Outcome: All agreed</p>	Description	Amount	Glazik Kershaw - payroll provider	44.40	HMRC	0.80	Staff salaries for June (3 part time staff)	1030.56	Gardeners expenses - plants	7.00	Credit card:	54.19	Stamps £7.80		Zoom subscription £14.39		Credit card annual fee £32.00			1,136.95	VAT refund	1,849.77	Bank interest	3.00	Allotment rents	118.00	Allotment rents	380.00	Allotment rents	59.00	Total	2,409.77	
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20/06/18	Items for next month's agenda																																	
	<p>To discuss setting up Book Swap facility for the village To discuss making a S137 grant to the village hall towards its running costs</p>																																	
	<p>Date of next meeting: Thursday 30th July 2020, 7.30pm, venue tbc</p>																																	
	Meeting closed at: 21.22																																	