

BURSTWICK PARISH COUNCIL

MEETING HELD ON ZOOM THURSDAY 25th MARCH 2021

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

Public: 2

Minute	Discussion and agreement	Action
21/03/01	To note apologies for absence Cllr. Cripsey	
21/03/02	Councillors to disclose their interests in matters to be discussed Pecuniary: None disclosed Non-pecuniary: Cllr. A Brown – allotments Cllr. N Fairbank – play area Cllr. S Gould – allotments Cllr. D James – none disclosed Cllr. D Rainforth – none disclosed Cllr. P Tong – allotments Cllr. P Waddingham – agenda item 12 Cllr. S Whiting – none disclosed	
21/03/03	Members of the public are invited to address the council Two members of the public attended the meeting and were invited to speak as part of the discussion on road safety under agenda item 8.	
21/03/04	To confirm the minutes of the meeting held on 25th February 2021 Signed as a correct record. Proposed: SG Seconded: DR Outcome: all agreed.	
21/03/05	To receive the clerks report and councillors' updates Update on decisions taken, actions and issues: <ul style="list-style-type: none"> Clerk contacted ERYC regarding the state of two derelict sites in the village at the Nags Head and Old Forge Cottage, a response has been received and was discussed under agenda item 11. 	

	<ul style="list-style-type: none"> As agreed at the February meeting, a banner and bunting has been purchased to support the NHS, social care and frontline workers day on 5th July, Clerk is waiting delivery confirmation. Allotment rent letter and addendum have been drafted ready to go out at the start of April. Allotment plot 18 has been re-let. Site meeting was held at the War Memorial with landscape gardening contractor to get the war memorial gardens project up and running, the design was reviewed, budget discussed and the contractor to provide a quote for the work. Play area inspection was held on 17th March, no major issues to report, ERYC litter bin was laid flat as it was unstable in an upright position, Clerk will look to rearrange the site meeting about the gate after Easter. Clerk attended the cemetery management and compliance training course, again there are some amendments that are needed to parish council procedures and practice, clerk will outline these in a briefing note to the cemetery committee and hold a follow up meeting with the committee to discuss some of the issues and changes needed. The ditch at Festive Field has been cleared recently. Following further recent emails, a serial complainant about cars blocking Church Lane has been sent a covering letter outlining the council's position regarding the lane, as discussed at the November meeting. Paper copies of two letters that were emailed to the complainant were also included – a holding response of 22nd October 2020 and final response of 15th December 2020 stating there is no further action the council can take with regards to the complaint. <p>Councillors' updates</p> <ul style="list-style-type: none"> Cllr. Waddingham reported that he had written to the ward councillors regarding the condition of the road, a response has been received from ERYC. He also asked if the parish council could review the goal nets at the games area in the play area? Lastly, there are issues at Woolam Hill with parked cars and congestion at school drop off and pick up times. 	
21/03/06	To note correspondence received	
	<p>Police Report No crimes in February</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 99/20-21 Cllr. Birch regarding Rathlin Energy – Environmental Impact Assessment 100/20-21 Humberside Police – Street Beat newsletter 101/20-21 ERNLLCA newsletter 102/20-21 ERYC response to concerns about derelict sites at the Nags Head and Old Forge Cottage 103/20-21 ERYC Notification of withdrawn application 20/01576/PLF, Burstwick Service Station, Ellifoot Lane, Burstwick</p>	
	<p>Letters received None</p>	

21/03/07	To consider planning applications received	
	<p>Planning applications: 20/03066/PLF Erection of 4 dwellings with associated access, parking and infrastructure as a rural exception site for affordable housing (AMENDED PLANS), land west of 47 Back Lane, Burstwick</p> <p>Cllr. Brown reported having a detailed look at the plans and was disturbed by the fact that dirty water from the four properties will be discharged into Skeckling Drain. The village has enough problems with the drain without the discharge from four properties going into the drain. Its concerning that the properties are not on the main sewers.</p> <p>Following discussion, it was proposed for council to uphold its original objection to this application from 23rd October 2020, with the addition of concerns that the properties are not connected to the main sewer system but will be served by a sewage treatment plant and that dirty water from the sewage treatment plant will discharge into Skeckling Drain.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed.</p>	
	<p>Withdrawn application: 20/01576/PLF Erection of a service station building incorporating a convenience store, café and associated parking following demolition of exiting building, Burstwick Service Station, Ellifoot Lane, Burstwick</p>	
	<p>Planning Decisions to note: None</p>	
	<p>Appeal Decisions to note None</p>	
21/03/08	To discuss road safety in the village and receive any updates on action taken	
	<p>Cllr. Waddingham sent the photos of the road surface to the three ward members to try and get them to connect with the parish council. He is surprised that no one has been seriously hurt due to the number of HGVs coming through the village combined with the poor quality of the roads.</p> <p>The response from ERYC states <i>'the Parish have already brought the matter of traffic speed and volume to our attention back in 2020, and so we have commissioned two traffic surveys, which are planned to take place as part of the first batch of surveys in the 2021-22 financial year, having been delayed, due to lockdowns, from 2020-21. We appreciate the effort that you have taken in informing us of these matters, and hope that we have been able to reassure you that we are aware and are taking action, within the current government guidance and budgetary constraints.'</i></p> <p>Cllr. Waddingham is concerned that nothing will get done and that we need to continue to put pressure on to ERYC.</p> <p>Cllr. Fairbank was shocked at the number of HGVS passing though the village, something must be done – it can't wait.</p> <p>Cllr. Rainforth said that the parish council is doing everything that it can and it now needs support from the residents in the village.</p>	

	<p>Cllr. James stated that the parish council has limited powers but will support any opportunity to improve road safety.</p> <p>Cllr. James asked the two residents in attendance if they had any comments. One resident was concerned about younger drivers having access to faster cars and not having the driving skill to control the cars. They have contacted MP Graham Stuart to raise the issue. The other resident was concerned about the HGVs and cars speeding through the village.</p> <p>The council is aware that Burstwick is on a designated lorry route but have no other information. I.e., What is the route – starting and finishing points? Are there any alternative routes? Are there options to reduce the number of HGVs using the route? Could Burstwick be removed from the route?</p> <p>Cllr. Waddingham wants to continue to put the pressure on, we need to challenge, doing nothing is not an option. The surveys will be crucial to determine volume, speed and type of vehicle coming through the village.</p> <p>Cllr. Brown stated that the council have been proactive on this issue within the limited powers the parish council has, it was parish council action that got the part time 20mph signs installed. The council now needs the village to come together to support action on this issue.</p> <p>Cllr. James concluded the discussion with the proposal for the following actions:</p> <ol style="list-style-type: none"> 1. Clerk to write back to ERYC and request further information about the surveys – including dates and location 2. To make enquiries about the designated lorry route – What consultation took place before the route was designated? what is the route? What is the alternative? Can the parish council / community object to being on a route? <p>Proposed: PW Seconded: NF Outcome: All agreed</p>	Clerk
21/03/09	To agree allotment rents for 2022	
	<p>Parish council agreed to increased rents in 2020 by £1 across the board, with the increase taking effect from 1st April 2021, rents are as follows: starter plots £10, small allotments £12 and large allotments £17.</p> <p>Council to review rents for 2022, as follows:</p> <ol style="list-style-type: none"> 1. No increase – Starter plots £10, small allotments £12 and large allotments £17 2. Inflationary increase of 0.7% (rate in January 2021) – starter plots £10.07, small allotments £12.08, large allotment £17.12 3. £1 across the board – starter plot £11, small allotment £13 and large allotment £18. <p>Councillors commented that the use of hosepipes may incur larger water bills. Cllr. Tong commented that there is £500 remaining in the budget, however the purchase of the new noticeboard will remove the surplus. Councillors felt it was important to maintain some surplus to cover unexpected costs.</p>	

	<p>Chairman called a vote as follows:</p> <p>Option 1 – 2 votes Options 2 – 1 vote Option 3 – 4 votes</p> <p>Cllr. Brown abstained from the vote.</p> <p>The decision was to apply a £1 increase across the board from 1st April 2022.</p> <p>Council to inform tenants in the allotment rent letter to go out at the start of April.</p>	Clerk
21/03/10	To agree cost of purchasing dog fouling stencils and paint	
	<p>Stencils and paint are available from Amazon priced as follows:</p> <p>Amazon – A3 £14.94 or A2 £21.84 each Amazon – Yellow spray paint £6.72 each</p> <p>Councillors felt the A2 size stencil would be too big.</p> <p>It was proposed to purchase one A3 stencil and one can of paint.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed.</p> <p>Clerk to arrange purchase.</p>	Clerk
21/03/11	To receive an update from ERYC regarding the Nags Head site and derelict site of Old Forge Cottage	
	<p>Email received from ERYC as follows:</p> <p><i>I refer to your email dated 04 March 2021.</i></p> <p><i>I visited the sites on 10 March 2021 to consider the impact of the condition of the land on the amenity of the neighbourhood and whether or not it is appropriate for the Council to serve an amenity notice under s215 of the Town and Country Planning Act 1990.</i></p> <p><i>In my opinion, neither site's appearance is detrimental to the amenity of the residents in neighbouring properties and therefore amenity notices are not appropriate.</i></p> <p><i>With regards to the site of Old Forge Cottage, the Council, as you are probably aware, undertook work because the building was unsafe. The Council has no plans to force the sale of the land.</i></p> <p><i>The Site of the Nags Head has planning permission for 4 dwellings and it appears that development has commenced. Therefore, the permission (granted on appeal ref APP/E2001/A/13/2195061) remains valid.</i></p>	

	<p><i>With regards to compulsory purchase, the only scheme I am aware of is that to bring empty properties back into residential use. It cannot be used to purchase land.</i></p> <p><i>Regards</i> <i>Susan</i> Susan Bolton Planning Enforcement Officer</p> <p>Cllr. Whiting asked what ‘detrimental to the amenity of residents’ mean? Do any councillors know what it means? Cllr. Whiting said he would understand that comment if Susan Bolton had spoken to the residents who live near there and still came to that conclusion. He walks past the site on a regular basis and its steadily getting worse.</p> <p>Should the parish council write to the residents who live near it and ask for their views on it before we reply to the council?</p> <p>The site affects everyone who walks past it not just the residents. Clerk mentioned that government guidance states that CPO powers can be used to purchase land in certain situations.</p> <p>It was proposed to write back to ERYC stating disagreement with the statement that the site is not detrimental to the amenity of residents and ask ERYC to explore further options to improve the site including the use of CPOs to purchase land.</p> <p>Proposed: NF Seconded: PT Outcome: All agreed.</p> <p>Clerk to draft letter.</p>	Clerk
21/03/12	<p>To discuss potential tree planting sites or eco-community projects that year 6 pupils at Burstwick Community Primary School could be involved with</p>	
	<p>The council doesn’t own any land that would be suitable for such a project. However, Cllr. Brown suggested three areas of land owned by ERYC that may be suitable – grassed area on the cut through between Woolam Hill and Meadow Drive, grassed area between Elm Avenue and Beech Close and grassed areas in front of Pinfold Lane.</p> <p>Councillors also suggested the back of the school field.</p> <p>The council would also be happy to support a litter pick and has equipment it can loan.</p> <p>Clerk to write back to the school about the areas as discussed and will include contact details of officers in ERYC who could help and also suggest the school reaches out to the community on social media for further sites.</p> <p>Proposed: PW Seconded: SG Outcome: All agreed.</p>	Clerk

21/03/13	To review and agree parish council operational risk assessment for 2021-22	
	<p>Clerk circulated risk assessment to all councillors for information, Clerk has made some small amendments.</p> <p>There were no further amendments or questions.</p> <p>Council to adopt the 2021-22 operational risk assessment.</p> <p>Proposed: SW Seconded: SG Outcome: All agreed.</p>	
21/03/14	To review and agree parish council action plan for 2021-22	
	<p>Council to decide if the following project are going ahead this year:</p> <ul style="list-style-type: none"> • Community health and wellbeing event • VE day afternoon tea • Brick planter at Hariff Lane (no funding for this allocate in this years budget) <p>Cllr. Brown suggested the VE Day afternoon tea be scrapped as too much time has now past and replace this with an event to celebrate the war memorial gardens opening in the autumn (subject to the project timescales). Cllr. Rainforth suggested an event next year to celebrate the Queens 70th Platinum Jubilee.</p> <p>Councillors agreed to move community events to 2022 and review the brick planter for 2022-23 financial year.</p> <p>Council to agree action plan for 2021-22 with the above changes made.</p> <p>Proposed: DR Seconded: PT Outcome: All agreed.</p> <p>Clerk to amend action plan and upload to parish council website.</p>	Clerk
21/03/15	To review the council's publication scheme and request for information procedure	
	<p>To comply with the Freedom of Information Act, the council must have a publication scheme that sets out how the public can access information and if there are any costs associated with this. The council last reviewed this document in 2019.</p> <p>Clerk has made some minor amendments to the text and has added 50p on the charges for paper copies of information, to cover the basic costs of printing, stationery and postage.</p> <p>There were no comments or questions.</p> <p>Council to adopt the updated publication scheme.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed.</p> <p>Clerk to upload updated publication scheme onto the website.</p>	Clerk

	<p>The request for information procedure sits alongside the publication scheme, again this was last reviewed in 2019.</p> <p>Clerk has made no changes to this document.</p> <p>There were no other amendments or questions.</p> <p>Council to adopt the reviewed request for information procedure.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed</p> <p>Clerk to upload reviewed procedure onto the website.</p>	Clerk
21/03/16	To review the parish council's internal control procedures for 2020-21 financial year	
	<p>In preparation for completing the Annual Governance and Accountability Return (AGAR) for 2020-21 financial year, which is approved at the April parish council meeting, the council must review its system of internal control i.e. what steps does the parish council take to protect public money it spends and detect fraud.</p> <p>Clerk talked the council through the review document.</p> <p>There were no questions or comments.</p> <p>Council states it has reviewed its system of internal control and there are no issues that need addressing.</p> <p>Proposed: PT Seconded: DR Outcome: All agreed.</p>	
21/03/17	To agree to set up a standing order to pay parish gardeners salary from 1st April 2021	
	<p>As agreed previously as part of the discussion about the contract of employment, parish gardener to be paid fixed amount each month based on 16.68 hours, with any overtime owed in March of each year.</p> <p>New monthly amount is to be confirmed by payroll provider.</p> <p>There were no questions.</p> <p>Council to agree in principle to set up a Standing Order for the gardeners salary and will await confirmation of the amount from the Clerk.</p> <p>Proposed: NF Seconded: DR Outcome: All agreed.</p>	

21/03/18	To agree payments in accordance with the budget																																																			
	<p>Approve the schedule of payments for March as follows:</p> <p>March 2021 Accounts</p> <p>Payments</p> <table border="0"> <thead> <tr> <th data-bbox="272 322 762 353">Description</th> <th data-bbox="767 322 890 353">Amount</th> <th data-bbox="900 322 970 353">VAT</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 360 762 392">Grasslands Ltd - play area grass cutting</td> <td data-bbox="767 360 890 392">93.32</td> <td data-bbox="900 360 970 392">15.55</td> </tr> <tr> <td data-bbox="272 398 762 430">Glazik Kershaw - payroll provider</td> <td data-bbox="767 398 890 430">44.40</td> <td data-bbox="900 398 970 430">7.40</td> </tr> <tr> <td data-bbox="272 436 762 468">Staff salaries for March</td> <td data-bbox="767 436 890 468">960.16</td> <td></td> </tr> <tr> <td data-bbox="272 474 762 506">W Beadle - expenses - allotment taps</td> <td data-bbox="767 474 890 506">15.30</td> <td data-bbox="900 474 970 506">2.55</td> </tr> <tr> <td data-bbox="272 512 762 544">W Beadle - petrol for sit on mower</td> <td data-bbox="767 512 890 544">24.40</td> <td data-bbox="900 512 970 544">4.07</td> </tr> <tr> <td data-bbox="272 551 762 582">Credit card:</td> <td data-bbox="767 551 890 582">206.68</td> <td></td> </tr> <tr> <td data-bbox="272 589 762 620">Zoom subscription £14.39</td> <td></td> <td></td> </tr> <tr> <td data-bbox="272 627 762 658">Microsoft 365 £79.99</td> <td></td> <td data-bbox="900 627 970 658">13.33</td> </tr> <tr> <td data-bbox="272 665 762 696">Cartridge People printer inks £112.30</td> <td></td> <td data-bbox="900 665 970 696">18.72</td> </tr> <tr> <td data-bbox="272 703 762 734">ERYC grit bin refill x 2</td> <td data-bbox="767 703 890 734"><u>103.20</u></td> <td data-bbox="900 703 970 734">17.20</td> </tr> <tr> <td></td> <td data-bbox="767 741 890 772">1,447.43</td> <td></td> </tr> <tr> <td colspan="3" data-bbox="272 779 970 810">Receipts</td> </tr> <tr> <td data-bbox="272 817 762 848">Bank interest</td> <td data-bbox="767 817 890 848"><u>0.34</u></td> <td></td> </tr> <tr> <td></td> <td data-bbox="767 855 890 887">0.34</td> <td></td> </tr> <tr> <td colspan="3" data-bbox="256 931 1350 1037"> <p>Proposed: DR Seconded: AB Outcome: All agreed.</p> </td> </tr> <tr> <td colspan="2" data-bbox="256 1070 1350 1102">Clerk to make payments as outlined above.</td> <td data-bbox="1358 1070 1495 1144">Clerk</td> </tr> </tbody> </table>	Description	Amount	VAT	Grasslands Ltd - play area grass cutting	93.32	15.55	Glazik Kershaw - payroll provider	44.40	7.40	Staff salaries for March	960.16		W Beadle - expenses - allotment taps	15.30	2.55	W Beadle - petrol for sit on mower	24.40	4.07	Credit card:	206.68		Zoom subscription £14.39			Microsoft 365 £79.99		13.33	Cartridge People printer inks £112.30		18.72	ERYC grit bin refill x 2	<u>103.20</u>	17.20		1,447.43		Receipts			Bank interest	<u>0.34</u>			0.34		<p>Proposed: DR Seconded: AB Outcome: All agreed.</p>			Clerk to make payments as outlined above.		Clerk
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21/03/19	Items for next month's agenda																																																			
	<p>To approve statement of accounts for year ending 31st March 2021 To note internal auditors report for financial year 2020-21 To approve annual governance statement for financial year 2020-21 To approve annual return accounting statement for financial year 2020-21</p>																																																			
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	Meeting closed at: 20.49																																																			