

**BURSTWICK PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 25<sup>th</sup> MAY 2017**

Present: Cllr. D Rainforth – Chairman DR  
Cllr. M. Armstrong MA  
Cllr. N Fairbank NF  
Cllr. S Gould SG  
Cllr. D James DJ  
Cllr. M Smith MS  
Cllr. J Stamford JS

Public: 3 and PCSO Bainton

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>17/05/01</b>	<b>Election of Chairman</b>	
	Nominations were sought for the position of Chairman. Cllr. James nominated Cllr. Rainforth. No other nominations were put forward. The nomination was seconded by Cllr. Fairbank. All were in agreement and Cllr. Rainforth was duly elected Chairman.  Cllr. Rainforth signed his declaration of acceptance of office for the position of Chairman.	
<b>17/05/02</b>	<b>Election of Vice Chairman</b>	
	Cllr. Armstrong declared that she was not willing to stand this year. Cllr. Rainforth thanked Cllr. Armstrong for her time as Vice Chair. Nominations were sought for the position of Vice Chair. Cllr. Smith nominated Cllr. James, there were no other nominations. Cllr. Armstrong seconded the nomination and all were in agreement. Cllr. James was duly elected Vice Chairman.	
<b>17/05/03</b>	<b>To note apologies for absence</b>	
	Cllr. A Brown Cllr. J Kitchener	
<b>17/05/04</b>	<b>To adopt committees terms of reference</b>	
	Council to adopt committees terms of reference for 2017-18.  Proposed: DJ Seconded: MS	
<b>17/05/05</b>	<b>Election of committees</b>	
	Councillors were selected to sit on the committees as follows:  <b>Allotments:</b> Cllr. Brown, Cllr. Gould, Cllr. Smith  <b>Cemetery:</b> Cllr. Armstrong, Cllr. James, Cllr. Rainforth  <b>Communications:</b> Cllr. Brown, Cllr. James, Cllr. Stamford  <b>Finance/personnel:</b> Cllr. James, Cllr. Rainforth, Cllr. Stamford (reserve)	

	<p><b>Play area:</b> Cllr. Brown, Cllr. Fairbank, Cllr. James, Cllr. Stamford (plus school and one parent)</p> <p><b>Village hall management committee:</b> Cllr. Armstrong, Cllr. Brown, Cllr, James, Cllr. Stamford (reserve)</p> <p>The clerk suggested removing the planning committee as the majority of plans are considered at full parish council meetings and plans are emailed to all councillors. Proposed: MA Seconded: JS All agreed.</p> <p>Council suggested increasing the membership of the play area committee to four councillors and Cllr. Fairbank joined this committee. Proposed: DJ Seconded: JS All agreed.</p> <p>Clerk to check with Cllr. Kitchener if he is happy to continue serving on finance/personnel and village hall committees.</p> <p>Clerk to update the committees list for 2017-18.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>17/05/06</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. D Rainforth – Chairman Cllr. M. Armstrong – village hall and Burton Pidsea Wind Farm Fund Cllr. N Fairbank - none Cllr. S Gould – none Cllr. D James – village hall Cllr. M Smith - none Cllr. J Stamford – allotments, school</p>	
<b>17/05/07</b>	<b>Members of the public are invited to address the council</b>	
	<p>PCSO Bainton thanked the parish council for organising the litter pick, it was great to see villagers of all ages joining in.</p> <p>A resident reported they had been burgled recently and urged everyone to be aware.</p> <p>A resident was unhappy with the recent roadworks near their property to install a new water main in the village. They were concerned about subsidence to their property from vibrations of equipment used and complained to Yorkshire Water and their contractor Morrison’s Utilities. A survey should have taken place with all residents in the immediate area, feels that East Riding of Yorkshire Council (ERYC) have not taken any responsibility for this and issues could have been avoided or properly addressed.</p> <p>It was noted that few residents are using the bus at the village hall end of the village. DJ to promote service on website and twitter.</p>	<p><b>DJ</b></p>

17/05/08	<b>To confirm the minutes of the Annual Parish Meeting held on 27<sup>th</sup> April 2017</b>	
	Signed as a correct record. Proposed: DJ Seconded: MS All agreed.	
17/05/09	<b>To confirm the minutes of the meeting held on 27<sup>th</sup> April 2017</b>	
	JS pointed out that the following statement was missing from the minutes 'Scout groups can lock the gate when using the field', clerk to add this in.  Signed as a correct record. Proposed: MA Seconded: SG	
17/05/10	<b>To receive the clerks report and councillors updates</b>	
	<ul style="list-style-type: none"> <li>• Clerk has sent off the Annual Return form to the external auditor</li> <li>• The VAT return for 2016-17 has been submitted for payment (£1,888 which forms part of this year's budget)</li> <li>• Cemetery shed is being installed on Friday 9<sup>th</sup> June – dependant on burials</li> <li>• ERNLLCA keep requesting photos for their website and aware that Burstwick haven't submitted any yet – could suitable photos of the village/parish be forward to the clerk</li> <li>• Parking wardens have declined an invite to the June meeting – could everyone send in photographic evidence of parking issues (if it is safe to do so) during June so a folder can be prepared for discussion with ERYC</li> <li>• Clerk spent time updating strategic parish documents for the review at this meeting</li> <li>• Informed by the flood wardens that groups of children have been sitting on the flood pumps, defacing the cover boxes and throwing litter in the drain – they have informed the Environment Agency and I have asked PCSO Bainton to patrol down there, they are also going to visit the School.</li> <li>• Two vacant allotments have been let – 42A and 44B, the owners of Wassail Cottage have informed me that the new owners would like to take over their allotment and as there is no waiting list I have agreed to transfer the plot to them once they move in.</li> </ul> <p>Councillors update</p> <ul style="list-style-type: none"> <li>• DJ thanked everyone who took part in the village litter pick.</li> </ul>	<b>Cllrs</b>
17/05/11	<b>To note correspondence received</b>	
	<p><b>Police Report</b> <b>Crime data:</b> 4/4/17 burglary in a business premise, cigarettes taken, Ellifoot Lane 17/4/17 damage to two information signs, Main Street 20/4/17 burglary in a dwelling, jewellery taken, Ellifoot Lane</p> <p><b>ASB</b> 2/4/17 motorbikes along disused railway line 18/4/17 youth causing nuisance, Pinfold Villas 26/4/17 parking issue, Churchill Rise</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>07/17 ERYC overview and scrutiny referring the CCG to the secretary of state for Health  08/17 Humberside Police crime stats for April  09/17 Humberside Police Streetbeat newsletter  10/17 ERYC village task force visit work schedules  11/17 ERYC Parking Warden response to issues raised and meeting invite</p>	
	<p><b>Letters received</b>  Letters received from a resident requesting a bus stop for the 277 service outside the village hall and across the road on the opposite site</p> <p>Clerk to write a letter of response and to add this to the agenda for June</p>	<b>Clerk</b>
<b>17/05/12</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b>  17/01337/OUT Outline – residential development following demolition of existing buildings, Integra Buildings Ltd, Main Street, Burstwick</p> <p>The parish council raised the following concerns:</p> <ul style="list-style-type: none"> <li>• Concerns over parking for the properties that front onto Main Street</li> <li>• Concerns over road safety with the blind dip on Main Street</li> <li>• The proposed development is outside of the existing village boundary as set out in the Local Plan</li> <li>• Concerns that this development will set a precedent for future development of other brownfield sites outside the village boundary</li> <li>• The parish council have recently adopted the Housing Needs Survey (March 2017) for the village which states in the conclusion that the village needs a small infill scheme of 6-8 family units of 2 bedroom accommodation, not an estate of 24 properties. If a site of this size was developed then there should be a mix of tenures including affordable rent, shared ownership and starter homes, with a local lettings policy in place / priority for local people</li> <li>• Concerns over pressure on drainage system and general flood risks of the village</li> </ul> <p>The parish council to object to this development due to the above reasons.  Proposed: NF  Seconded: MA</p> <p>4 voted to object  2 voted in favour of the development  1 abstained</p> <p>17/01597/PLF Two storey extension to side with link to existing garage (resubmission of 17/00607/PLF), 1 Elm Avenue, Burstwick</p> <p>No objections other than it just looks a bit weird.</p> <p>Proposed: MA  Seconded: DJ</p>	
	<p><b>Planning Decisions to note:</b>  17/00526/PLF two storey extension to side, 21 Beech Close, Burstwick  Planning permission granted subject to conditions</p>	

	<p>17/01048/PLF single storey extension to front and two storey extension to side following demolition of existing garage, 123 Main Street, Burstwick Planning permission granted subject to conditions</p> <p>17/00875/PLF retention and completion of replacement dwelling, Hillcrest, Pinfold Lane, Burstwick Planning permission granted subject to conditions</p> <p>The parish council are disappointed about this decision, it is proposed to write a letter of complaint. Proposed: SG Seconded: JS All agreed.</p> <p>Clerk to draft letter</p>	<b>Clerk</b>
	<p><b>Appeal Decisions to note</b> None</p>	
<b>17/05/13</b>	<p><b>To discuss and note regular business and action plan for 2017-18</b></p> <p>To note diverse range of work the parish council is involved in and extra responsibilities it has taken on in last two years including the play area, neighbourhood watch, defibrillators and trusteeship of the village hall.</p> <p>Council to note key projects and actions for this year. MA suggested that a longer term action is to secure land for a new cemetery. The current cemetery is about half full and it will take less time to fill the second half.</p> <p>Clerk to add this on to the action plan.</p> <p>DJ mentioned that as part of the good councillor's course he is attending, they recommend to have action plans that look to 6 years ahead.</p>	<b>Clerk</b>
<b>17/05/14</b>	<p><b>To review the parish councils asset register</b></p> <p>Does this accurately reflect the parish council's current assets? Clerk asked if there were any items missing such as benches or litter bins. If so could councillors email the clerk with the information including location.</p> <p>Council to note values, the at cost value of assets is £97,298.00 (exc vat) and the insurance values of assets is £255,520.00.</p> <p>Clerk confirmed that this document will be used for seeking insurance quotes later in year and its important it is kept up-to-date.</p>	<b>Cllrs</b>
<b>17/05/15</b>	<p><b>To review and adopt the parish council operational risk assessment for 2017-18</b></p> <p>The parish council must review its operational risk assessment each year. The risk assessment was circulated in the papers.</p> <p>Clerk reported that the areas highlighted in last year's assessment have been addressed – this was the urgent need to have a data protection policy and publication scheme in place and to register with the Information Commissioners Office.</p> <p>There were no other comments or questions.</p> <p>Parish Council to adopt operational risk assessment for 2017-18. Proposed: MA Seconded: JS</p>	

	All agreed.							
<b>17/05/16</b>	<b>To discuss updating the parish council website</b>							
	<p>Different options and costings were presented. The main decision is between a .gov.uk web address or a .co.uk address.</p> <p><b>Costs over 6 years to consider were:</b></p> <p>.gov.uk provided by Vision ICT £2,787.00  .gov.uk provided by Heart Internet £1,120.00  .co.uk provided by Unlimited Web Hosting £270.00</p> <p>Following discussion it was proposed to opt for the most cost effective option a .co.uk address provided by Unlimited Web Hosting at £270.00, though DJ preferred the .gov.uk option.</p> <p>Proposed: NF  Secoded: MA  All agreed.</p> <p>The communications committee to led on developing the new website.</p>							
<b>17/05/17</b>	<b>To agree specification, locations and contractor for the brick planters project</b>							
	<p>Parish Council were successful in obtaining a grant of £1000.00 towards the construction of two brick planters.</p> <p><b>Specification</b>  Red brick  Up to 1.50m wide x 1.00m deep x 1.00m high  Planter to go direct into the soil below for ease of maintenance  Parish council to source a suitable sign – black and white is clearest</p> <p><b>Locations:</b>  Station Road  Hedon Road / Main Street</p> <p><b>Quotes:</b></p> <table> <tr> <td>Richard Drew Building Work, Withernsea</td> <td>£680 each (no vat)</td> </tr> <tr> <td>PKM Construction Ltd, Hedon</td> <td>£1,100 each (plus vat)</td> </tr> <tr> <td>C Fewster &amp; Son Ltd, Patrington</td> <td>£2,500 for 2 (plus vat)</td> </tr> </table> <p><b>Contractor chosen:</b></p> <p>It was proposed to award the job to Richard Drew Building Work.</p> <p>Proposed: MA  Secoded: MS  All agreed.</p> <p>Next steps – clerk to inform Richard Drew and to arrange a site meeting with Mike Peeke from ERYC Highways to confirm location and dimensions.</p>	Richard Drew Building Work, Withernsea	£680 each (no vat)	PKM Construction Ltd, Hedon	£1,100 each (plus vat)	C Fewster & Son Ltd, Patrington	£2,500 for 2 (plus vat)	<b>Clerk</b>
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<b>17/05/18</b>	<b>To agree to purchase a gas beacon for festive field</b>							

	<p>A traditional beacon has previously been discussed but there are two main problems with this type of beacon, it has to be permanently installed and it is very difficult to fill the basket.</p> <p>A gas beacon was considered that can be put up and taken down, but the supplying company haven't been able to provide a comprehensive quote.</p> <p>It was then suggested that a gas burner could be mounted into the basket thus removing the need to fill it and light it.</p> <p>Revised quotes are needed for a suitable pole for the basket to be mounted onto and a site meeting is needed to agree a location on Festive Field.</p>	<b>Clerk</b>																																						
<b>17/05/19</b>	<b>To agree the costs of the good councillor training course for one councillor to attend</b>																																							
	<p>Council to approve of one place at a cost of £56.25 plus vat, total cost £67.50.</p> <p>Proposed: MA          Seconded: JS          All agreed.</p>																																							
<b>17/05/20</b>	<b>To agree payments in accordance with the budget</b>																																							
	<p>Approve the schedule of payments for May as follows:</p> <table style="margin-left: 40px;"> <thead> <tr> <th colspan="2"><b>Payments</b></th> </tr> </thead> <tbody> <tr> <td>ICO Data protection registration fee</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>ERYC part time 20mph signs / works</td> <td style="text-align: right;">850.00</td> </tr> <tr> <td>ERNLLCA training course fee</td> <td style="text-align: right;">67.50</td> </tr> <tr> <td>Dean James refreshments for litter pick</td> <td style="text-align: right;">39.30</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">26.40</td> </tr> <tr> <td>Salaries for May (Clerk and Gardener)</td> <td style="text-align: right;">738.87</td> </tr> <tr> <td>Gardeners expenses petrol</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>Gardeners expenses tools/parts</td> <td style="text-align: right;">16.15</td> </tr> <tr> <td>Credit card stamps for allotment rent letters</td> <td style="text-align: right;">26.88</td> </tr> <tr> <td>Credit card deposit for cemetery shed</td> <td style="text-align: right;">263.03</td> </tr> <tr> <td>Payroll</td> <td style="text-align: right;">42.00</td> </tr> <tr> <th colspan="2"><b>Receipts</b></th> </tr> <tr> <td>Allotment rents</td> <td style="text-align: right;">26.00</td> </tr> <tr> <td>Cemetery fees</td> <td style="text-align: right;">310.00</td> </tr> <tr> <td>Cemetery fees</td> <td style="text-align: right;">90.00</td> </tr> <tr> <td>Headstone fee</td> <td style="text-align: right;">60.00</td> </tr> <tr> <td>Wayleave payment Northern Powergrid</td> <td style="text-align: right;">1.86</td> </tr> <tr> <td>VAT return</td> <td style="text-align: right;">1888.85</td> </tr> </tbody> </table> <p>Proposed: NF          Seconded: DJ          Outcome: All agreed.</p>	<b>Payments</b>		ICO Data protection registration fee	35.00	ERYC part time 20mph signs / works	850.00	ERNLLCA training course fee	67.50	Dean James refreshments for litter pick	39.30	HMRC	26.40	Salaries for May (Clerk and Gardener)	738.87	Gardeners expenses petrol	20.00	Gardeners expenses tools/parts	16.15	Credit card stamps for allotment rent letters	26.88	Credit card deposit for cemetery shed	263.03	Payroll	42.00	<b>Receipts</b>		Allotment rents	26.00	Cemetery fees	310.00	Cemetery fees	90.00	Headstone fee	60.00	Wayleave payment Northern Powergrid	1.86	VAT return	1888.85	
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<b>17/05/21</b>	<b>Items for next month's agenda</b>																																							
	<p>Bus stop by the village hall</p> <p>A frame boards obstructing the footpaths</p>																																							
	<p><b>Date of next meeting:</b>  <b>Thursday 29<sup>th</sup> June 2017 at 7.30pm.</b></p>																																							

	<b>Meeting closed at: 21.41pm</b>	
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