

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 25th OCTOBER 2018

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown AB
 Cllr. M Cripsey MC
 Cllr. N Fairbank NF
 Cllr. S Gould SG
 Cllr. D Rainforth DR
 Cllr. Whiting SW

Public: 4 and PCSO Bainton

Minute	Discussion and agreement	Action
18/10/01	To note apologies for absence	
	All councillors were present.	
18/10/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. A Brown – allotments, village hall Cllr. Cripsey – play area, village hall Cllr. N Fairbank – play area Cllr. S Gould – village hall, play area, allotment Cllr. D James – village hall Cllr. D Rainforth – none disclosed Cllr. S Whiting – play area</p>	
18/10/03	Members of the public are invited to address the council	
	<p>A resident from Pinfold Lane was concerned about the proposal for a litter bin at the end of Pinfold Lane as it would be outside his property. He would like the council to consider alternative locations such as at the top of Elm Tree Farm Lane by the grit box or half way down Pinfold Lane mounted on a lamppost.</p> <p>Cllr. James stated that due to lack of response from ERYC regarding requests for bin prices this agenda item will not be discussed in this meeting.</p> <p>The parish council puts regular reminders in newsletter and on social media to encourage people to clean up after their dog.</p> <p>Offenders can also be reported direct to ERYC.</p> <p>A resident asked when the next newsletter is due. Cllr. James responded saying it will be out in the next 7 days.</p> <p>A resident asked about when the parish council noticeboard is being re-instated outside the shop? Cllr. James will ask shop owners about this.</p>	DJ

	<p>It was reported that there is a lot of litter down Appleby Lane at the moment.</p> <p>A resident reported concerns about the elderly and infirm crossing Main Street, there is no safe crossing point and with parked cars and speeding traffic it can be difficult to get across. Could the council request a crossing, warning signs or road markings? These ideas could be included in a future road safety survey which the working group are developing.</p>	
18/10/04	To confirm the minutes of the meeting held on 27th September 2018	
	<p>Signed as a correct record. Proposed: AB Seconded: SG Outcome: all agreed</p>	
18/10/05	To receive the clerks report and councillors updates	
	<ul style="list-style-type: none"> • Clerk has submitted the parish council's accounts for 2018-19 financial year to Alan Johnson for the six month internal audit • David Buckton is booked in to cut the allotment hedges • Work continues in the back ground to make all the arrangements for the WW1 Centenary event – risk assessment is completed, additional safety kit purchased, publicity due out shortly in newsletter and banner, clerk to complete press release • Latch has been fitted on the kissing gate at Festive Field • Order has been placed with Riley's Engineering for the weldmesh goal 'nets' • Lettering on the War Memorial has been re-gilding, the remaining work to recut the inscription around the base of the column will be completed before 11th November • There has been no response for the councillor vacancy and ERYC have written to advise that the second vacancy can also be co-opted, poster has been updated to reflect 2 vacancies <p>Councillors:</p> <ul style="list-style-type: none"> • NF reported that he attended the site meeting with Playdale Playgrounds to look at improving the adventure trail • DJ reported that the quiz night raised £240, split between All Saints Church and the village hall and thanked Cllrs Gould for the buffet and Cllr. Brown for attending • DJ asked for councillors to help at the Beacons of Light event in 11th November • SW reported that the 20mph lights were finally working correctly, however the change of hour may affect them 	
18/10/06	To note correspondence received	
	<p>Police Report</p> <p>Crime data for September 3/9/18 Pedal cycle taken without owners consent, Main Street</p> <p>ASB 15/9/18 Nuisance motor bikes on the bridle path, Hariff Lane</p>	

	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 47/18-19 ERNLLCA newsletter for September 48/18-19 Humberside Police crime data for September 49/18-19 East Riding Passenger Transport SE Zone – local survey 50/18-19 Humberside Police – Street Beat newsletter for September 51/18-19 ERYC ASB data for the last 6 months 52/18-19 ERNLLCA district committee meeting 15th October 53/18-19 Flood wardens with information on a wet test run being held on 10th November 54/18-19 Humberside Police Constituency update 55/18-19 ERNLLCA October newsletter</p>	
	<p>Letters received 28/9/18 ERYC advising council is able to co-opt to fill the vacancy 19/10/18 ERYC advising council is able to co-opt to fill the vacancy</p>	
18/10/07	To consider planning applications received	
	<p>Planning applications: 18/02955/PLF – erection of a building for use as office and treatment room, land east of 1 Old School Cottages, Main Street</p> <p>Council considered the plans, there were no objections.</p> <p>Proposed: AB Seconded: SW Outcome: All agreed</p> <p>Clerk to log comments on ERYC’s public access system.</p>	Clerk
	<p>Planning Decisions to note: 18/02581/PLF – single storey extension to form porch to front and external and internal alterations to allow conversion of integral garage into additional living space, 3 Winston Close</p> <p>Permission granted subject to conditions.</p>	
	<p>Appeal Decisions to note: None</p>	
18/10/08	To consider price and location of new litter bin for Pinfold Lane	
	This agenda item to be considered at a future meeting, due to lack of response from ERYC.	
18/10/09	To consider report from recent allotments inspection	
	<p>Cllr. Brown reported that the allotments were inspected on 25th October, the vast majority of the plots were being maintained/cultivated. The only two that were of a cause for concern were plots 7 and 22.</p> <p>The clerk updated council on plots 7 and 22 as follows:</p> <p>Tenant of plot 7 has given notice with the period ending on 1st April 2019, they were requested to give it up sooner due to the work needed to get it in to shape for planting. Clerk is awaiting a response to the suggested date of 1st March 2019, Clerk had originally suggested 31st December 2018 but this was not agreed. This plot will go to the next person on the list.</p>	

	<p>Clerk to speak to the tenant to agree a handover date.</p> <p>Tenants of plot 22 have been issued with their notice, this period ended on 12th October. A chasing email and phone call have been made but there has been no acknowledgement to either the warning letter sent on 8th August or the notice letter sent on 12th September. Tenants of plot 32A would like to transfer to plot 22. As there has been no communication from the tenant of plot 22, Clerk to complete transfer with tenants of 32A taking on plot 22.</p> <p>Plot 32A will be let to the next person on the waiting list.</p>	<p>Clerk</p> <p>Clerk</p>
18/10/10	<p>To agree to purchase a second transformer for Christmas tree lights</p> <p>To be able to light the tree by the village hall.</p> <p>Price from Lumalite Ltd, the supplier of our Christmas lights is £89.25, plus £10 delivery and VAT.</p> <p>Will also need a drybox and timer.</p> <p>The tree is within the WI garden and is fenced off.</p> <p>Council to agree to make this purchase based on the costs above.</p> <p>Proposed: SW Seconded: SG Outcome: All agreed</p> <p>Clerk to arrange purchase with Lumalite Ltd.</p>	<p>Clerk</p>
18/10/11	<p>To consider creating an employed position of village hall clerk</p> <p>To help with the transfer of the village hall management committee into a parish council committee and for the long term sustainability of the Hall, the council are considering employing a village hall clerk.</p> <p>Council to agree in principle to allow for the costs to be included in the precept.</p> <p>2019-20 cost to precept for: Part time 5 hours a week Monthly salary of approx. £230.04 (includes £10 per month home as office allowance) Salary costs for year of approx. £2761 Up to £500 for laptop and printer Payroll – no increase Total: £3261</p> <p>Some councillors were concerned about adding these cost to the precept. Councillors asked what the budget was for next year – clerk reported the draft budget stands at approx. £29,000.</p> <p>Clerk is waiting information from ERNLLCA about hybrid options that may lower the cost.</p> <p>Councillors asked how much this would add to the precept. Clerk stated that there are three options to consider in the November meeting, but if the middle option was chosen it would add £3.41 approx to a Band D, taking a band D to approx. £37.10</p> <p>Council to agree in principle to include these costs into the budget.</p>	

	<p>Proposed: NF Secoded: SG Outcome: 6 in favour, 1 against</p>	
18/10/12	<p>To agree cost to treat the play equipment with wood preservative</p> <p>The wooden play equipment is 10 years old and starting it show its age. Treating it with wood preservative will give the equipment some extra life.</p> <p>Tony Grassby Home and Garden Maintenance has provided a quote as follows:</p> <ul style="list-style-type: none"> • £400 for play equipment and games area (excluding adventure trail as there may be some changes to this in 2019) • £220 for just play equipment • £36 for Ronseal clear wood preservative <p>Willem Brugge suggested this could be something the Explorer Scouts could do as part of their community involvement.</p> <p>Checks to be made with Scouts to see if this is something they can do.</p> <p>To be brought back to November meeting for a decision.</p>	
18/10/13	<p>To consider locations in the village suitable for saplings to be planted</p> <p>Willem Brugge from Scouts has 450 saplings from the Woodland Trust, to plant in and around the village, does the council have any suggestions to where they could go?</p> <p>The pack includes Hawthorn, Hazel, Birch, Rowan, Oak and Blackthorn.</p> <p>Proposed locations:</p> <ul style="list-style-type: none"> • field edge of the allotments • end of Festive Field, in small clusters (to allow access to drain) • road edge of Festive Field inside the fence • Cemetery – need a site meeting to agree locations • Recreation land at Elm Avenue and Woolam Hill – need ERYC permission <p>Proposed: SW Secoded: AB Outcome: All agreed.</p>	Cem com
18/10/14	<p>To receive a quarterly financial update and budget monitoring</p> <p>Clerk reported the following figures:</p> <p>2nd Quarter up to 30th September 2018 Council has receipts totalling: £10,941.76 Council made payments totalling: £7,988.92</p> <p>Receipts to date (30th September) total: £24,685.16 Payments to date (30th September) total: £13,281.45</p> <p>Clerk reported that current expenditure was in line with the budget.</p> <p>There were no questions.</p>	

	<p>For agenda item 18/10/15 Council to consider holding this discussion ‘in camera’ due to the confidential nature of the business to be discussed. This discussion will take place at the end of the meeting.</p> <p>Proposed: AB Seconded: SW Outcome: All agreed</p>	
<p>18/10/15</p>	<p>To agree outcomes from clerks annual appraisal</p>	
	<p>The clerk’s annual appraisal was held on 18th October with Cllr. James and Brown.</p> <p>Objectives set for next 12 months:</p> <ol style="list-style-type: none"> 1. Develop remaining policies – complaints, disciplinary and grievance procedure 2. Review existing policies in line with schedule 3. Website – continue to develop the website content and layout and keep content up-to-date 4. Cemetery –research options for land for new cemetery (medium term objective) 5. To continue to work in partnership with councillors to help deliver projects on parish council action plan <p>Training:</p> <ul style="list-style-type: none"> • Cemeteries Management • Finance for parish councils <p>There were no questions.</p> <p>Council to agree with objectives set and training needs highlighted.</p> <p>Proposed: SW Seconded: DR Outcome: All agreed</p> <p>Salary:</p> <ul style="list-style-type: none"> • On the basis of achieving the majority of objectives set each year, salary to increase by one increment each year up to maximum of SCP 25 (equivalent scale on new SCP from 1st April 2019 is 17) • Clerk is currently on SCP 20 £10.30 per hour, it is proposed for salary to increase to SCP 21 / 11 (approx. £10.97 TBC) from 1st April 2019 <p>Hours:</p> <ul style="list-style-type: none"> • To remain at 54 hours per month, working pattern may change to Monday, Tuesday and Thursday with some hours worked on Friday – from November 2018 <p>There were no questions.</p> <p>Council to agree to salary level from 1st April 2019 and change in working pattern. Proposed: DR Seconded: SW Outcome: All agreed</p>	

18/10/16	To agree payments in accordance with the budget																																											
	<p>Approve the schedule of payments for October as follows:</p> <table data-bbox="272 210 1086 1081"> <tr><td>Tony Styche Ltd - water pump service</td><td>102.00</td></tr> <tr><td>Playdale Playground Ltd - spare part</td><td>53.10</td></tr> <tr><td>Everingham & Son Ltd - war memorial work</td><td>1341.96</td></tr> <tr><td>ERYC Street lights Service level agreement</td><td>1817.60</td></tr> <tr><td>AJACS 6 month interim internal audit</td><td>95.00</td></tr> <tr><td>Yorkshire Water - allotments</td><td>329.81</td></tr> <tr><td>Cllr. James - expenses for WW1 event (\$137)</td><td>29.94</td></tr> <tr><td>Cllr. James - postage to return burner to Bullfinch</td><td>15.83</td></tr> <tr><td>HMRC</td><td>0.00</td></tr> <tr><td>Staff salaries for October</td><td>660.04</td></tr> <tr><td>Clerks expenses - millage - books from auditor, Hornsea</td><td>11.70</td></tr> <tr><td>W Beadle - gardeners wage</td><td>85.84</td></tr> <tr><td>Gardeners expenses - petrol</td><td>20.00</td></tr> <tr><td>Payroll</td><td>44.40</td></tr> <tr><td>Credit card - ink cartridge for inkjet printer</td><td>9.49</td></tr> <tr><td></td><td>4530.87</td></tr> <tr><td colspan="2">Receipts</td></tr> <tr><td>Refund from J Rotherham (DOFF) cleaning</td><td>180.00</td></tr> <tr><td>WW1 Centenary grant from ERYC</td><td>500.00</td></tr> <tr><td>Church share of costs for banners</td><td>45.00</td></tr> <tr><td></td><td>725.00</td></tr> </table> <p>Proposed: NF Seconded: SW Outcome: All agreed</p>	Tony Styche Ltd - water pump service	102.00	Playdale Playground Ltd - spare part	53.10	Everingham & Son Ltd - war memorial work	1341.96	ERYC Street lights Service level agreement	1817.60	AJACS 6 month interim internal audit	95.00	Yorkshire Water - allotments	329.81	Cllr. James - expenses for WW1 event (\$137)	29.94	Cllr. James - postage to return burner to Bullfinch	15.83	HMRC	0.00	Staff salaries for October	660.04	Clerks expenses - millage - books from auditor, Hornsea	11.70	W Beadle - gardeners wage	85.84	Gardeners expenses - petrol	20.00	Payroll	44.40	Credit card - ink cartridge for inkjet printer	9.49		4530.87	Receipts		Refund from J Rotherham (DOFF) cleaning	180.00	WW1 Centenary grant from ERYC	500.00	Church share of costs for banners	45.00		725.00	
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18/10/17	Items for next month's agenda																																											
	<p>Agree budget for 2019-20 Agree precept for 2019-20 Consider litter bin for Pinfold Lane Agree to purchase roses for new memorial border in Cemetery</p>																																											
	<p>Date of next meeting Thursday 29th November 2018, 7.30pm</p>																																											
	Meeting closed at: 21.02																																											