

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE VILLAGE HALL ON THURSDAY 26th AUGUST 2021

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chairman AB
 Cllr. S Gould SG
 Cllr. P Waddingham PW

Public: 0

Minute	Discussion and agreement	Action
21/08/01	To note apologies for absence	
	Cllr. Cripsey Cllr. Fairbank Cllr. Rainforth Cllr. Tong Cllr. Whiting	
21/08/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. A Brown – village hall Cllr. S Gould – cemetery and village hall Cllr. D James – cemetery and village hall Cllr. P Waddingham – village hall	
21/08/03	Members of the public are invited to address the council	
	There were no members of the public present.	
21/08/04	To confirm the minutes of the meeting held on 29th July 2021	
	Signed as a correct record. Proposed: AB Seconded: PW Outcome: All agreed	
21/08/05	To receive the clerks report and councillors updates	
	Clerks report on actions taken, issues and updates: <ul style="list-style-type: none"> • The site meeting at the allotments to discuss the hedge will now take place in September, due to people being away in August. • The damaged bin on the recreation land between Elm Avenue and Beech Close was reported to ERYC. • There are some tasks outstanding in August due to Clerk being on leave including applying for the windfarm grant and writing to local groups about the ‘kick start’ funding the parish council can provide, these will be completed by the September meeting. 	

	<ul style="list-style-type: none"> • Clerk has chased ERYC regarding the play area gate and bin, the bin has been fixed this week but there are delays to the gate due to global demand for steel. • Notice letters have been sent to two plots as agreed in the last meeting, both tenants have been asked to remove their belongings so the plots can be re-let on 17th September. • The clerk has submitted the land bid submission form to ERYC regarding land for a new village cemetery. • Clerk has been made aware a tree has been chopped down in the play area, it is unclear who requested the work and carried it out. Clerk is concerned the wrong tree has been cut down as a report was logged with ERYC to lop the branches of the cherry tree overhanging the bench by the school. <p>Councillors' updates:</p> <ul style="list-style-type: none"> • Cllr. Brown requested that the grass on Festive Field is cut weekly from next summer, during the school holidays (from July to September). • Cllr. Brown has requested the allotment committee look at the footpath between plots 46 and 47 after an elderly allotment tenant had a nasty fall there. • Cllr. Waddingham reported that he has some more volunteers for community speed watch. • It was reported that the cut through between Churchill Rise and Elm Avenue was overgrown with weeds and needs spraying off. Clerk to report it to ERYC once a photo has been received. • Cllr. James reported that the first working group meeting to plan for the Queens Jubilee events next year will be held on Wednesday 1st September. 	Clerk/ Cllrs
21/08/06	To note correspondence received	
	<p>Police Report No crimes reported in July</p>	
	<p>Burstock Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <ul style="list-style-type: none"> • 49/21-22 East Riding CCG newsletter • 50/21-22 Humberside Police Town and Parish news for August • 51/21-22 ERYC advising the traffic survey will take place in September • 52/21-22 ERNLLCA finance training for councillors • 53/21-22 ERYC ward councillors' letter re: Rathin Energy and S106 agreements • 54/21-22 ERNLLCA AGM invite • 55/21-22 ERYC to advise the traffic survey will take place w/c 6th September • 56/21-22 ERYC Cllr. Birch regarding Rathlin Energy planning application • 57/21-22 Holderness Health – information on flu vaccinations for September 2021 	
	<p>Letters received None</p>	

21/08/07	To consider planning applications received	
<p>Planning applications:</p> <p><u>21/02423/PLF</u> change of use from farm storage building (Sui Generis) to mixed use as a farm workshop and classroom (Use classes Sui generis and F1(A)) North Park Farm, Newfield Lane, Lelley</p> <p>The council considered the plans and it was proposed to log no objections.</p> <p>Proposed: PW Seconded: SG Outcome: All agreed</p> <p><u>21/02505/PLF</u> Construction of dropped kerb for vehicular access 3 West Villas, Main Street, Burstwick</p> <p>The council considered the plans and it was proposed to log no objections.</p> <p>Proposed: SG Seconded: AB Outcome: All agreed</p> <p><u>21/02282/PLF</u> Erection of 4 dwellings with associated access, parking and infrastructure as a rural exception site for affordable housing (re-submission of planning application 20/03066/PLF) Land west of 47 Back Lane, Burstwick</p> <p>Cllr. James made reference to the notice of decision letter dated 30th April 2021 and stated that these revised plans have failed to address a number of points in the original refusal letter as follows:</p> <ul style="list-style-type: none"> • <i>The site lies in an area at risk of flooding, with approx. three quarters of it, including the dwelling on plot 4, parking facilities and the access to the site within medium probability flood risk zone 2</i> • <i>It cannot be demonstrated that there are no alternative sites within or around the village for the development to be sited which are at lower risk of flooding and therefore sequentially preferable</i> • <i>It is also noted that the majority of the site is anticipated to be within future high probability flood risk zone 3</i> • <i>There would be angled views from the rear first floor windows on the proposed dwelling towards the rear garden of 15 Sharp Avenue, with would lead to a unacceptable reduction in privacy to the occupants of this neighbouring property as a result of over looking</i> <p>The parish council also have ongoing concerns with foul water drainage into Skeckling Drain and concerns over who will be responsible for the maintenance and emptying of the package sewerage plant.</p> <p>On this basis the Chairman recommended the parish council object to this application and recommend it goes to Planning Committee.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed</p>		

	<p><u>21/02515/PLF</u> Construction of dormer to front 17 Willow Road, Burstwick</p> <p>The council considered the plans and there were some concerns raised about the size of the dormer and the choice of materials used.</p> <p>Chairman called a vote:</p> <p>Those in favour of the plans – 3 Those against the plans – 1</p> <p>Motion carried and council to log no objections to the plans, with a side note to make sure materials used are in keeping with the rest of the street.</p> <p>Clerk to log all comments as set out above on the public access system.</p>	Clerk
	<p>Planning Decisions to note: 21/01458/PLF Erection of extension to the existing service station to incorporate a convenience store (with sale of alcohol), with associated parking Burstwick Service Station, Ellifoot Lane, Burstwick</p> <p>ERYC granted planning permission subject to conditions.</p>	
	<p>Appeal Decisions to note None</p>	
21/08/08	<p>To discuss road safety in the village and receive any updates on action taken</p>	
	<p>Clerk responded to ERYC on 3rd August regarding the proposed 50mph limit on B1363 Burstwick to Halsham Road.</p> <p>Cllr. Holtby and Cllr. Birch have written to ERYC supporting the parish councils request to reduce the speed limit to 40mph past the golf club and beyond the tight bend by the junction to Greens Lane. A response has been received from ERYC which upholds the reasons for a 50mph limit.</p> <p>ERYC have confirmed the traffic survey will take place in the week commencing 6th September.</p> <p>The councillors asked how long the traffic survey will be in place. Clerk to contact ERYC to find out.</p> <p>Cllr. James said there will be a further push to encourage residents to volunteer for community speed watch with an article appearing in the next newsletter at the end of September. It's hoped to get the training in place for October.</p>	Clerk
21/08/09	<p>To review the memorial rose border in the cemetery</p>	
	<p>The memorial rose border was established to allow residents to adopt a rose in memory of a loved one.</p> <p>Unfortunately, the rose border hasn't done as well as hoped and it appears unlikely these could be adopted for a fee (the proposed fees were: £250.00 for initial 5 years plus plaque and if a family required a renewal this would be £100 for another 5 years).</p>	

	<p>Parish Council to decide what to do. One idea, from Cllr. Brown is to repurpose the area and turn it in to a memorial area with a bench and plant up the borders with other plants such as rosemary and lavender.</p> <p>The councillors were broadly in support of this idea and it was agreed to bring back a design for approval at the September meeting. Cllr. Brown will lead in this project.</p>	AB
21/08/10	To review parish council grant policy	
	<p>Following discussions around offering kick start grants at the July meeting, it was suggested that the Council needs to review its Grant Policy.</p> <p>Councillors to consider making some of the conditions more flexible for very small groups who may not have bank accounts or written constitutions.</p> <p>Following discussion, a number of changes were put forward to the following sections:</p> <p>Who can apply – stating its preferred to have a written set of rules, but this is not essential, the bank account must be in the name of the group applying for a grant and if a group can't comply with the named bank account then the parish council can purchase items on behalf of the group.</p> <p>How to apply – include bank details for electronic payment.</p> <p>Conditions of support – the preferred payment method will be by bank transfer, though cheques can be issued if online banking is not used and if the parish council is making the purchases the applicants will be required to sign on receipt for the items.</p> <p>These changes will make it easier for very small groups to access support.</p> <p>Proposed: PW Seconded: AB Outcome: All agreed.</p> <p>Clerk to make the amendments and upload to website.</p>	Clerk
21/08/11	To authorise village hall committee expenditure in relation to flat roof repair	
	<p>The flat roof has been leaking for some time. Two firms have inspected the roof and have recommended it needs recovering.</p> <p>Two quotes were received from:</p> <ol style="list-style-type: none"> 1. SBR & Son Roofing Ltd - £1700 – lay polyester felt, bonded in hot bitumen 2. First4Roofing - £5500 – acetone clean fibreglass roof, supply 70sq metres of fibre glass mating, two layers and then 2 coats of gel sealer and 2 coats of grey top coat with hardener to full roof, replace missing tiles to bottom row where main roof joins flat roof and sort out lead work to sides of roof <p>Village Hall Clerk has advised the preferred quote as identified by the management committee is First4Roofing. However as Sec 5 of the terms of reference states:</p> <p><i>The committee is authorised to spend its approved annual budget without further reference to the parish council; however any spending greater than £2,000 in a single month must be authorised by the parish council.</i></p>	

	<p>The parish council must authorise this expenditure. The village hall clerk has also confirmed there are sufficient funds in the back account to cover this cost.</p> <p>A councillor asked if there is grant funding available to cover this expenditure. Cllr. James stated that when the roof was replaced previously, it received £5.5K from Burton Pidsea Wind Farm fund, so won't be eligible again.</p> <p>Council to authorise expenditure as outlined above.</p> <p>Proposed: SG Seconded: PW Outcome: All agreed</p>																																											
21/08/12	To agree payments in accordance with the budget																																											
	<p>Council to approve the schedule of payments and receipts for August as follows:</p> <p>August 2021 Accounts</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">VAT</th> </tr> </thead> <tbody> <tr> <td>Burstwick Village hall - utility charge for July PC meeting</td> <td style="text-align: right;">5.00</td> <td></td> </tr> <tr> <td>Business stream - allotments water bill</td> <td style="text-align: right;">45.13</td> <td></td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> <td style="text-align: right;">7.40</td> </tr> <tr> <td>HMRC - tax</td> <td style="text-align: right;">8.00</td> <td></td> </tr> <tr> <td>Staff salaries for August (3 part time staff)</td> <td style="text-align: right;">1043.54</td> <td></td> </tr> <tr> <td>W Beadle - gardeners expenses - petrol</td> <td style="text-align: right;">23.00</td> <td style="text-align: right;">3.83</td> </tr> <tr> <td>Credit card:</td> <td style="text-align: right;">103.00</td> <td></td> </tr> <tr> <td>Unlimited web hosting yearly charge £45</td> <td></td> <td style="text-align: right;">7.50</td> </tr> <tr> <td>Wilko Ltd ream of paper £3.00</td> <td></td> <td style="text-align: right;">0.50</td> </tr> <tr> <td>Sandhill Garden centre - garden vouchers £55 S137</td> <td style="text-align: right; border-top: 1px solid black;">1,272.07</td> <td></td> </tr> <tr> <td colspan="3"> Receipts</td> </tr> <tr> <td>Cemetery fees: SLATER</td> <td style="text-align: right; border-top: 1px solid black;">100.00</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">100.00</td> <td></td> </tr> </tbody> </table> <p>Proposed: AB Seconded: PW Outcome: All agreed</p> <p>Clerk to make payments as outlined above.</p>	Description	Amount	VAT	Burstwick Village hall - utility charge for July PC meeting	5.00		Business stream - allotments water bill	45.13		Glazik Kershaw - payroll provider	44.40	7.40	HMRC - tax	8.00		Staff salaries for August (3 part time staff)	1043.54		W Beadle - gardeners expenses - petrol	23.00	3.83	Credit card:	103.00		Unlimited web hosting yearly charge £45		7.50	Wilko Ltd ream of paper £3.00		0.50	Sandhill Garden centre - garden vouchers £55 S137	1,272.07		 Receipts			Cemetery fees: SLATER	100.00			100.00		Clerk
Description	Amount	VAT																																										
Burstwick Village hall - utility charge for July PC meeting	5.00																																											
Business stream - allotments water bill	45.13																																											
Glazik Kershaw - payroll provider	44.40	7.40																																										
HMRC - tax	8.00																																											
Staff salaries for August (3 part time staff)	1043.54																																											
W Beadle - gardeners expenses - petrol	23.00	3.83																																										
Credit card:	103.00																																											
Unlimited web hosting yearly charge £45		7.50																																										
Wilko Ltd ream of paper £3.00		0.50																																										
Sandhill Garden centre - garden vouchers £55 S137	1,272.07																																											
 Receipts																																												
Cemetery fees: SLATER	100.00																																											
	100.00																																											
21/08/13	Items for next month's agenda																																											
	<p>Cemetery memorial rose border redesign To agree purchase of new hedge cutter/trimmer for parish gardener</p>																																											
	<p>Date of next meeting: Thursday 30th September, 7.30pm at Burstwick Village Hall</p>																																											
	Meeting closed at: 21:03																																											