

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 27<sup>th</sup> APRIL 2017**

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

Public: 1 and PCSO Bainton

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>17/04/01</b>	<b>To note apologies for absence</b>	
	None	
<b>17/04/02</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 – Burrton Pidsea Windfarm Fund            Cllr. M. Armstrong - Burrton Pidsea Windfarm Fund, village hall, festive field            Cllr. A Brown – allotments, village hall            Cllr. N Fairbank – none            Cllr. S Gould - none            Cllr. D James – village hall            Cllr. J Kitchener - village hall            Cllr. M Smith – allotments, Nags Head            Cllr. J Stamford – allotments, Burstwick primary school</p>	
<b>17/04/03</b>	<b>Members of the public are invited to address the council</b>	
	<p>A resident stated that the Asda bus is stopping soon, council informed resident that the new EYMS 277 service calls at Asda and Morrisons.</p> <p>PCSO Bainton requested permission to hold a monthly police surgery before the parish council meeting, subject to operational duties and rota. Clerk reported the school had already given their permission. DJ to update website with this information and clerk to inform school.</p> <p>PCSO Bainton reported that the railway line was causing a lot of issues recently and urged residents to look at their security at home and to report any suspicious behaviour by calling 101.</p> <p>Clerk asked if any of the perpetrators of the crime spree on 5<sup>th</sup> March had been caught, PCSO Bainton advised that no one had been caught as there was no forensic evidence and most of the stolen property had been discarded nearby.</p>	<b>DJ Clerk</b>

<b>17/04/04</b>	<b>To confirm the minutes of the meeting held on 30<sup>th</sup> March 2017</b>	
	Signed as a correct record. Proposed: MA Seconded: DJ	
<b>17/04/05</b>	<b>To receive the clerks report and councillors updates</b>	
	<p>Clerk has been busy preparing the end of year accounts, providing information for the internal audit and completing the annual return form.</p> <p>The internal auditor has completed the audit of the parish council's accounts and books and has provide a report which states there are no concerns, which has been circulated to all councillors.</p> <p>The allotment rents have been collected, with only two payments outstanding. There is one vacant plot which is being offered to the next person on the waiting list.</p> <p>A new cemetery shed is on order, due to be installed at end of August.</p> <p>Reminder that the East Riding of Yorkshire Councils village taskforce visit to take place on Wednesday 3<sup>rd</sup> May, 9.45am at the village hall.</p> <p>Clerk confirmed that the parking warden will be invited to a future meeting.</p> <p>MA reported that there had been a low number of applications this year to the Burton Pidsea Windfarm Fund. Clerk stated that the application process was complex and the application form was complicated which may have put people off.</p> <p>DJ reported back from the Neighbourhood Watch Networking meeting that took place on 22<sup>nd</sup> April. Key messages were on fly tipping; do not go through the material for evidence – just report it. Streetscene can also deal with overhanging vegetation and nuisance vehicles, the police can only get involved if the vehicle is causing an obstruction.</p> <p>Council confirmed that dogs are allowed on to Festive Field, but must remain under control at all time and any fouling to be picked up immediately and disposed of in the litter bin, council will continue to monitor the situation. Groups who have booked the village hall for activities that also include using the field may lock/close the pedestrian access gate while using the field e.g. scout groups, mothers and toddlers group, Hedon Children's Centre.</p>	
<b>17/04/06</b>	<b>To note correspondence received</b>	
	<p><b>Police Report</b> <b>05/03/2017</b> Theft of power tools from van, Woolam Hill Theft of Motorcycle, later found discarded nearby, Woolam Hill Burglary in garage, cycle removed but discarded nearby, Woolam Hill Burglary in garage, nothing taken, door damaged, Pinfold Flats Burglary in garage, attempt theft of motorbike, Pinfold Villas Attempt theft of off road motorbike, Nettleton Garth Burglary in garage, motorcycle taken but discarded nearby, Pinfold Lane</p> <p><b>09/03/2017</b> Theft of motorcycle from commercial car park Main Street</p>	

	<p><b>10/03/2017</b> Theft of a pedal cycle insecure on driveway, Trinity Close</p> <p><b>25/03/2017</b> Damage to notice board at Play Park, Main St</p> <p><b>ASB</b> Several reports of Off Road Motorbikes riding along disused track, Hariff Lane</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>01/17 ERNLLCA Holderness district committee meeting on 18<sup>th</sup> April 02/17 Humberside Police Crime data for March 03/17 ERNLLCA request for photos from member parishes for their website 04/17 Alan Johnson Internal Auditor – internal audit report for 2016-17 05/17 ERNLLCA April newsletter 06/17 ERNLLCA good councillors training session booking form</p>	
	<p><b>Letters received</b> ERYC invite to Civic Evensong at Beverley Minster 27<sup>th</sup> April</p> <p>ERYC invite to celebrate the festival of St. John of Beverley on 7<sup>th</sup> May</p>	
<b>17/04/07</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b> 17/00875/PLF retention and completion of replacement building, Hillcrest, Pinfold Lane, Burstwick</p> <p>Consultation period now closed, clerk circulated plans and based on comments received from 6 councillors, clerk has logged objections to this application.</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</p> <p>The parish council has no objections to the above plans.</p> <p>Proposed: MA Seconded: DJ Outcome: All agreed</p> <p>Clerk to log comments on ERYC public access system.</p>	<b>Clerk</b>
	<p><b>Planning Decisions to note:</b> The following have been granted permission with conditions:</p> <p>17/00607/PLF two storey extension to side, 1 Elm Avenue</p> <p>17/00586/PLF Retention of office building, North Park Farm, Newfield Lane, Lelley</p> <p>The following application has been refused planning permission:</p> <p>17/00378/OUT outline erection of detached dwelling and 6 semi-detached affordable dwellings</p>	

	<p><b>Appeal Decisions to note:</b> None this month.</p>	
<b>17/04/08</b>	<p><b>To approve the parish councils statement of accounts for year ending 31<sup>st</sup> March 2017</b></p> <p>Council to approve receipts and payments account and bank reconciliation for year ending 31<sup>st</sup> March 2017. A copy of the signed accounts will be included with these minutes.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed</p>	
<b>17/04/09</b>	<p><b>To approve the Annual Return Governance Statement for financial year 2016-17</b></p> <p>The council to approve the annual governance statement.</p> <p>Proposed: AB Seconded: MA Outcome: All agreed.</p>	
<b>17/04/10</b>	<p><b>To approve the Annual Return Accounting Statement for financial year 2016-17</b></p> <p>Councillors considered the accounting statement and there were no questions.</p> <p>The council approves the accounting statements for year 2016-17.</p> <p>Proposed: DJ Seconded: AB Outcome: All agreed</p> <p>Clerk to complete paperwork required by the external auditors and send form by 12 June, copies to be taken to be posted on website and noticeboards.</p> <p>Clerk confirmed that the period of public rights to scrutinise the accounts will run from Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2017.</p>	<b>Clerk</b>
<b>17/04/11</b>	<p><b>To consider funding options to cover the costs of installing a part time advisory 20mph on Main Street</b></p> <p>DJ informed council that the costs of installing the part time 20mph have increased (since council agreed to go ahead with this as the March 2017 meeting) as two new lamp posts will be needed to mount the new signs.</p> <p>The council considered the following options:</p> <ol style="list-style-type: none"> <li>1. Request ERYC to consider inclusion in the 2018/2019 Forward Programme (although we did not achieve priority rating for this year)</li> <li>2. Consider inclusion in budget precept for 2018 (if unsuccessful with option 1)</li> <li>3. Approve revised cost of £850 plus vat in current financial year</li> <li>4. Consider installing the ATCs outside the school to get an accurate analysis of traffic speed, then depending on the results consider options dependent on findings.</li> </ol> <p>DJ reported that if the part time 20mph is installed then Safer Roads Humber may withdraw its speed enforcement on Main Street, DJ will seek clarification to this.</p>	

	<p>DJ stated that since November 2016 there has been 7 hours of camera enforcement in the village, with 17 speeding offences detected, 8 last year and 9 this year.</p> <p>PCSO Bainton confirmed that the community speed-watch can take place in a 20mph zone.</p> <p>The council felt that this project is a priority and something needs to be done before there is a fatal accident.</p> <p>Clerk stated that the extra money needed to fund this project would come from underspend from 2016-17 budget, higher than predicted VAT return and diverting £500 allocated for a new litter bin.</p> <p>It was proposed to choose option 3, the parish council pay the increased costs.</p> <p>A vote was taken and all 9 councillors voted in favour of option 3.</p> <p>DJ to liaise with ERYC regarding the work needed.</p>	<b>DJ</b>
<b>17/04/12</b>	<b>To discuss the viability of installing the beacon on Festive Field</b>	
	<p>MA reported that there is a company that make gas beacons that can be put up and taken down.</p> <p>It was agreed to bring this back to the next meeting, with price, spec and photos for agreement.</p>	
<b>17/04/13</b>	<b>To consider action needed to improve the flower borders on Festive Field</b>	
	<p>The flower borders will need ongoing maintenance, a village resident is willing to donate some plants.</p> <p>AB suggested that the borders need properly digging over first, before anymore planting or mulch.</p> <p>Clerk to arrange a Saturday dig in June to sort them out.</p>	<b>Clerk</b>
<b>17/04/14</b>	<b>To receive a report from recent play area inspection</b>	
	<p>The annual safety inspection in February has highlighted a number of areas and the most recent parish council inspection picked up a couple of others. The priorities for the play area maintenance this year include:</p> <ul style="list-style-type: none"> <li>• Monitor decay in all wooden posts and replace when necessary</li> <li>• Remove the play panels in the toddlers area due to rot and breakage (the 2 working panels have been offered to the school)</li> <li>• Purchase of new metal bench in the toddlers area</li> <li>• Remove the damaged side nets from the multi-use games area</li> <li>• Purchase new seat units for toddlers and junior swings</li> </ul> <p>Clerk to bring quotes for above items to future meeting for agreement.</p>	<b>Clerk</b>
<b>17/04/15</b>	<b>To receive a report from the recent allotments inspection</b>	
	<p>An inspection took place on 10<sup>th</sup> April with a follow up visit shortly after the Easter bank holiday weekend.</p> <p>AB reported that all the allotments were being maintained.</p>	

<b>17/04/16</b>	<b>To approve the submission of stage 2 grant application to War Memorials Trust</b>	
	<p>DJ confirmed that the parish council have received a response from the War Memorials Trust that we can proceed with a full grant application for cleaning of the memorial.</p> <p>Council to agree to submit 2<sup>nd</sup> stage application for this project.</p> <p>Proposed: DR  Seconded: AB  Outcome: All agreed.</p> <p>DJ is to source additional quotes as required by the grant conditions and submit form in June.</p>	<b>DJ</b>
<b>17/04/17</b>	<b>To adopt Burstwick Housing Needs Survey report</b>	
	<p>Burstwick Parish Council formally adopts the Housing Needs Survey.</p> <p>Proposed: NF  Seconded: AB  Outcome: All agreed.</p> <p>Clerk to inform David Siddle at ERYC.</p>	<b>Clerk</b>
<b>17/04/18</b>	<b>To agree to use Section 137 to purchase refreshments to support community litter pick in May</b>	
	<p>Community wide litter pick is being held on Saturday 20<sup>th</sup> May. Refreshments are being offered as a thank you for participants after the litter pick.</p> <p>Council to agree to spend up to a set limit on basic refreshments e.g. sausage sarnies, tea, coffee, biscuits – suggested limit £50.</p> <p>Proposed: AB  Seconded: JK  Outcome: All agreed.</p> <p>Clerk to make arrangements to purchase the refreshments.</p>	<b>Clerk</b>
<b>17/04/19</b>	<b>To agree to pay allotment water rates by direct debit</b>	
	<p>Clerk requested the council to consider paying the allotment water rates by direct debit, as often the paper bills arrive out of sync with the parish council meetings and do not get paid on time.</p> <p>Council to agree to set up a direct debit to pay the water rates.</p> <p>Proposed: JK  Seconded: DJ  Outcome: All agreed.</p> <p>Clerk to complete forms and send off to Yorkshire Water.</p>	<b>Clerk</b>

<b>17/04/20</b>	<b>Approve Accounts for Payment</b>																																			
	<p>Approve the schedule of payments for April as follows:</p> <table style="margin-left: 40px;"> <thead> <tr> <th colspan="2"><b>Payments</b></th> </tr> </thead> <tbody> <tr> <td>AJACS - internal audit fee</td> <td style="text-align: right;">325.00</td> </tr> <tr> <td>ERNLLCA membership fee</td> <td style="text-align: right;">638.17</td> </tr> <tr> <td>ERYC litter bin @ Newbridge Road</td> <td style="text-align: right;">452.59</td> </tr> <tr> <td>ERA of RCB membership fee</td> <td style="text-align: right;">75.00</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">18.80</td> </tr> <tr> <td>Salaries for April (Clerk &amp; Gardner)</td> <td style="text-align: right;">708.76</td> </tr> <tr> <td>Gardeners expenses - petrol</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>Clerks mileage</td> <td style="text-align: right;">29.25</td> </tr> <tr> <td>Hanson Garages (cemetery shed)</td> <td style="text-align: right;">1239.97</td> </tr> <tr> <td>PWLB repayment street lights</td> <td style="text-align: right;">291.05</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;">560.00</td> </tr> <tr> <td>Cemetery fees</td> <td style="text-align: right;">310.00</td> </tr> <tr> <td>Compensation payment from court</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>ERYC Precept 1st half</td> <td style="text-align: right;">9680.50</td> </tr> </tbody> </table> <p>Proposed: MA  Seconded: AB  Outcome: All agreed.</p>	<b>Payments</b>		AJACS - internal audit fee	325.00	ERNLLCA membership fee	638.17	ERYC litter bin @ Newbridge Road	452.59	ERA of RCB membership fee	75.00	HMRC	18.80	Salaries for April (Clerk & Gardner)	708.76	Gardeners expenses - petrol	40.00	Clerks mileage	29.25	Hanson Garages (cemetery shed)	1239.97	PWLB repayment street lights	291.05	Payroll	42.00	<b>Receipts</b>		Allotment rents	560.00	Cemetery fees	310.00	Compensation payment from court	100.00	ERYC Precept 1st half	9680.50	
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<b>17/04/21</b>	<b>Items for next month's agenda</b>																																			
	Parking Report back from task force visit Beacon Website Neighbourhood Watch																																			
	<b>Date of next meeting</b>																																			
	Thursday 25 <sup>th</sup> May, 7.30pm																																			
	<b>Meeting closed at: 21.43pm</b>																																			