

**BURSTWICK PARISH COUNCIL**

**MEETING HELD VIA ZOOM VIDEO CONFERENCE**

**THURSDAY 27<sup>th</sup> AUGUST 2020**

Present: Cllr. D James - Chairman DJ  
Cllr. A Brown – Vice Chairman AB  
Cllr. M Cripsey MC  
Cllr. N Fairbank NF  
Cllr. P Tong PT  
Cllr. P Waddingham PW

Public: 1

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>20/08/01</b>	<b>To note apologies for absence</b>	
	Cllr. Gould Cllr. Rainforth Cllr. Whiting	
<b>20/08/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b> Non disclosed  <b>Non-pecuniary:</b> Cllr. A Brown – allotments Cllr. M Cripsey – none disclosed Cllr. N Fairbank – none disclosed Cllr. D James – agenda item 20/08/14 Cllr. P Tong – allotments Cllr. P Waddingham – none disclosed	
<b>20/08/03</b>	<b>Members of the public are invited to address the council</b>	
	Mr Reynolds, an allotment tenant, stated that it was unfair for tenants to be stopped from using hosepipes to fill up their water butts. Chairman Cllr. James suggested that he would open the discussion on agenda item 8 to allow Mr Reynolds to take part.  Mr Reynolds also informed the parish council that he will be keeping bees (individual permission was granted in 2019) on plot 50 from February 2021. A professional beekeeper will look after the hives and train up Mr Reynolds so he can have his own hives in the future.	
<b>20/08/04</b>	<b>To confirm the minutes of the meeting held on Thursday 30<sup>th</sup> July 2020</b>	
	Signed as a correct record. Proposed: NF Seconded: AB Outcome: All agreed.	

20/08/05	To receive the clerks report and councillors updates	
	<p><b>Clerks update:</b></p> <ul style="list-style-type: none"> <li>Allotments – parish garden 48 has been re-let free of charge (until April 2021) to a new tenant, and the parish gardener has strimmed off the weeds from plot 22 and the next step is to get it ploughed and then split into 3 plots. Clerk plans to offer these to new tenants from the autumn.</li> <li>The notice asking for quotes for the play area work has been put up, with deadline set at Monday 14<sup>th</sup> September, for consideration at the September meeting.</li> <li>Following on from the village hall committee meeting held on 12<sup>th</sup> August, the village hall will be re-opening to established community groups who want to resume activities from 1<sup>st</sup> September 2020. As agreed by the committee, the hall won't be available for private lets until further notice</li> </ul> <p><b>Councillors updates:</b></p> <ul style="list-style-type: none"> <li>Cllr. Brown report that a member of public has requested the council to fit chicken wire to the bottom rungs of the fence at Festive Field, so that small dogs do not escape onto the road. Cllr. James suggested this be added to the September agenda for a decision</li> <li>Cllr. Cripsey asked if any more progress has been made on the footbridge across the drain. Cllr. Whiting had given an update at a previous meeting; the contractors are having to wait until the crops in the farmers field are harvested before they can access the bridge.</li> <li>Cllr. Fairbank reported that someone is selling cars on ERYC land, Cllr, James asked for it to be reported to ERYC.</li> <li>Cllr. Fairbank also reported some barbed wire in the fence between the play area and South Slope Farm. Cllr. James will arrange to meet the owners to have a look at the fence.</li> <li>Cllr. Waddingham also reported a section of mesh fencing buried in the ground near the games area. Cllr. James will go an have look. Clerk confirmed that the next operational check of the play area is due in September</li> <li>Cllr. Waddingham informed council that he had attended the Holderness Health Forum on 4<sup>th</sup> August – there were updates on Covid-19, phone triage and the future of GP buildings in Keyingham. He is also working on the community engagement strategy document and would like information on previous engagement activity.</li> <li>Cllr. James updated council on the sponsored walk that is taking place on Saturday 5<sup>th</sup> September to raise funds for the village hall.</li> </ul>	<p><b>Clerk</b></p> <p><b>NF</b></p> <p><b>DJ</b></p> <p><b>DJ</b></p> <p><b>Clerk</b></p>

<b>20/08/06</b>	<b>To note correspondence received</b>	
	<b>Police Report</b> No data	
	<b>Burstwick Parish Council emails</b> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 26/20-21 Allotments petition from Mr Reynolds 27/20-21 Ministry of Justice re closure of All Saints Church Yard 28/20-21 Humberside Police newsletter for July 29/20-21 ERYC Town and Parish Council Charter consultation extension 30/20-21 ERNLLCA newsletter for July 31/20-21 Environment Agency Stakeholder newsletter 32/20-21 ERYC update on community hubs	
	<b>Letters received</b> None	
<b>20/08/07</b>	<b>To consider planning applications received</b>	
	<b>Planning applications:</b> <u>20/01408/PLF</u> Erection of a dwelling to replace Hill Crest, Hedon Road Burstwick on land SE of South Park Farm, Hedon Road, Burstwick. AMENDED PLANS – new position/route for vehicular access.  Council considered the plans.  It was proposed to log no further comments on this application.  Proposed: PW Seconded: PT Outcome: All agreed.  <u>20/01559/PLF</u> Raising of existing roof height, construction of dormer at rear and single storey rear extension, 4 Sharp Avenue, Burstwick. AMMENDED PLANS – new orangery roof, with dome sunlight.  Council considered the plans and are aware of several resident objections to this application.  It was proposed to log no further comments on this application.  Proposed: AB Seconded: PW Outcome: All agreed.  Clerk to upload comments onto the ERYC public access system.	<b>Clerk</b>
	<b>Planning Decisions to note:</b> None	
	<b>Appeal Decisions to note:</b> None	

<b>20/08/08</b>	<b>To discuss allotments petition</b>	
	<p>A petition was submitted on email by allotment tenant, Mr Reynolds, on Thursday 30<sup>th</sup> July. This was forwarded to all councillors.</p> <p>On the petition itself, it does not clearly state what tenants have signed it for. The email that came with the petition states that tenants want the tenancy agreement changed to allow hosepipes to be used to fill water butts.</p> <p>Chair opened the discussion, Mr Reynolds said that the use of hosepipes to fill water butts had been going on for a long time. Tenants agree that hosepipes shouldn't be used to water their plots, but many tenants are elderly and they find it difficult carrying heavy watering cans from the water butts/taps to their plots.</p> <p>Cllr. James stated that at the June meeting, the parish council voted in favour of upholding the condition in the tenancy agreement that clearly states the use of hosepipes is prohibited.</p> <p>As per the councils Standing Orders, decisions cannot be revisited for 6 months, unless the clerk receives a written rescission notice signed by two councillors – but full council would still need to agree to the rescission.</p> <p>Cllr. Tong reported that he has visited the allotments a few times over recent weeks and has spent time talking to the different allotment holders to understand the issue. Some have suggested fitting extra taps in the middle sections of the allotments and another idea is to charge new tenants a refundable deposit, this would then act as an insurance if the allotment was left in a bad state of repair. The parish gardener has spent a lot of time sorting out plot 22, it may help to encourage some people to look after their plots.</p> <p>Cllr. James said there are various options to consider over the next few months, the earliest the parish council could revisit this decision would be at the January 2021 meeting.</p> <p>Options for the Parish Council to consider could include:</p> <ul style="list-style-type: none"> <li>• Allowing the use of hosepipes to fill up individual water butts</li> <li>• Invite 2-3 allotment tenants to join the parish council allotments committee so tenants can have more of a voice on how the allotments are run</li> <li>• Extending the water supply</li> <li>• Deposit scheme for new tenants</li> <li>• Installing notice boards at the allotments to improve communication</li> <li>• If enough tenants are interested, to set up an allotments association who would run the allotments, instead of the parish council</li> </ul> <p>Clerk to work with the allotment committee and Mr Reynolds to develop the above options for consideration early in 2021.</p>	<b>Clerk</b>
<b>20/08/09</b>	<b>To agree to employ professional service to complete website accessibility assessment</b>	
	<p>As stated in the supporting papers, the council has a duty to conduct a website accessibility assessment to make sure it complies with international Web Content Accessibility Guidelines (WCAG) 2.1AA.</p> <p>The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector organisations to make sure reasonable adjustments are made to websites, so they are accessible to people with various disabilities including:</p> <ul style="list-style-type: none"> <li>• Impaired vision</li> </ul>	

	<ul style="list-style-type: none"> <li>• Motor difficulties</li> <li>• Learning difficulties</li> <li>• Impaired hearing or deafness</li> </ul> <p>From 23<sup>rd</sup> September 2020, all local authority websites must comply with the regulations. Cllr. Tong has been working his way through the very lengthy and technical guidance but suggests that professional help is needed.</p> <p>Jupiter Web Solutions – a local web designer has quoted £140 to complete the assessment and set up a plug in that can change the size of text and cursor, change fonts and background colours.</p> <p>The council will also need an accessibility statement on the website which the clerk can draft up and get this approved in the September meeting.</p> <p>Cllr Tong reported that the parish council website is well laid out and all the relevant information is on there. He has been using some free software tools that have highlighted some problems with contrast and background colour. Also navigating the website using just a keyboard is an issue.</p> <p>Cllr. Waddingham asked if ERYC could help us? Clerk stated that advice and guidance has been issued by NALC (National Association of Local Councils) and ERNLLCA (East Riding and North Lincolnshire Local Councils Association).</p> <p>The guidance states that reasonable adjustments can be made, the parish council website serves a population of approx. 2000. The council has a limited time and budget to get this in place. The plug in provides a cost-effective solution to some of the issues.</p> <p>Clerk said that the website accessibility statement has to say how compliant the website is and based on the work already done, it will state that the parish council website is partially compliant.</p> <p>Following discussion, it was proposed to appoint Jupiter Web Solutions to complete the check and provide the plug in at a cost of £140</p> <p>Proposed: NF  Seconded: PW  Outcome: All agreed</p> <p>Clerk to contact Jupiter Web Solutions.</p>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<b>20/08/10</b>	<b>To agree response to ERYC Town and Parish Council Charter consultation</b>	
	<p>ERYC have drafted a charter that sets out shared values, aims and understanding that will underpin future relationship between ERYC and town and parish councils.</p> <p>ERYC are seeking responses to the following questions:</p> <ol style="list-style-type: none"> <li>1. To what extent do you agree with the shared values section in the charter?</li> <li>2. To what extent to do agree with the shared aims section in the charter?</li> <li>3. To what extent do you agree with the shared understanding section in the charter?</li> <li>4. To what extent do you agree with the communications and respect section in the charter?</li> </ol> <p>Council considered the questions and gave the following answers:</p>	

	<p>1. Strongly agree 2. Strongly agree 3. Strongly agree 4. Strongly agree</p> <p>Council made the following comments:</p> <ul style="list-style-type: none"> <li>• This Charter must be adopted and followed by all ERYC departments to have a meaningful impact</li> <li>• The Charter stresses the importance of ward councillors communicating with parish councils, this currently doesn't happen</li> <li>• It is a lacklustre document with old fashioned design, for such an important document, its design doesn't inspire people</li> </ul> <p>Proposed: AB Seconded: PT Outcome: All agreed</p> <p>Clerk to complete survey using the answers and comments above.</p>	<b>Clerk</b>
<b>20/08/11</b>	<p><b>To agree costs to purchase sample plaques for memorial roses</b></p> <p>Clerk is seeking council approval to spend £41 (on the business credit card) to get two sample memorial plaques made as part of the new memorial roses service the council has agreed to offer.</p> <p>To keep things simple and easy to administer there will be one colour option – black aluminium (weatherproof) with engraved text infilled in white, with a narrow white border.</p> <p>Two sizes 6"x3" =£46 4 3/4"x2" - £36</p> <p>Calceus will make a sample in both sizes for half price.</p> <p>Suggested text:</p> <p>In loving memory of Matthew Carson 1929-2020 Loving husband and father</p> <p>Council had no further questions on this and it was proposed to proceed with purchasing sample plaques as per costs above.</p> <p>Proposed: NF Seconded: PT Outcome: All agreed</p> <p>Clerk to purchase sample plaques.</p>	<b>Clerk</b>

<b>20/08/12</b>	<b>To consider designs and costs for role of honour board</b>	
	<p>Clerk included detailed information on sizes, colours and styles in the supporting papers.</p> <p>Cllr. James said that before proceeding with this, a location in the village hall needs to be identified and agreed with the Village Hall Committee.</p> <p>This will be brought back to a future meeting for a decision.</p>	
<b>20/08/13</b>	<b>To discuss plans to resume face-to-face parish council meetings</b>	
	<p>Clerk included detailed information in supporting papers pack including check list, risk assessment and costs to approve to be able to meet in the village hall.</p> <p>Cllr. James asked councillors present if they were happy to attend a meeting in person and all present stated they were happy to do this.</p> <p>It was reported that the village hall clerk has already put in place several safety measures including signs, a one-way system and hand washing facilities.</p> <p>Cllr. Brown said that some of the more senior members of the community would prefer meeting in person as they are not happy to use Zoom.</p> <p>Cllr. James then talked through the NALC checklist and the risk assessment produced by the Clerk.</p> <p>It was proposed to arrange a face-to-face meeting in September, subject to the guidance and restrictions in force at the time. Safety measures as set out in the risk assessment will be closely followed.</p> <p>Proposed: NF  Seconded: AB  Outcome: All agreed</p> <p>Council to agree costs for holding meetings in the village hall as follows:</p> <p>Utilities charge for using the hall (per year): £80  Projector Screen: £148 + VAT  Cleaning materials: £20 (max)</p> <p>Cllr. Tong said he has a screen in his loft we could use, if its in good condition.</p> <p>It was proposed for council to incur the above costs to enable it to meet in person in September.</p> <p>Proposed: AB  Seconded: PT  Outcome: All agreed</p> <p>Clerk to make purchases as outlined above.</p>	<b>Clerk</b>
<b>20/08/14</b>	<b>To review staff risk assessments</b>	
	<p>Clerk has circulated the risk assessments for the three council employees. These were last reviewed in 2017.</p>	

	<p>Council asked for guidance on the need to PAT test employees' equipment. Clerk to ask ERNLLCA for advice. Items could be brought to village hall to be tested along with village hall equipment.</p> <p>Council needs to check that the gardener has relevant items of PPE for the tasks and work he is involved with. Clerk and Cllr. James to meet Gardener, check PPE and order any new items needed.</p> <p>Councillors asked if the Gardner uses any other chemicals in his work, other than petrol, if so he will need the COSHH safety data sheet. Clerk to check on this at the meeting.</p> <p>It was proposed for Council to adopt the staff risk assessments as discussed.</p> <p>Proposed: PW  Seconded: PT  Outcome: All agreed.</p> <p>Clerk to arrange a meeting with the gardener.</p>	<p><b>Clerk</b></p> <p><b>Clerk/DJ</b></p> <p><b>Clerk</b></p>																														
<b>20/08/15</b>	<b>To agree payments in accordance with the budget</b>																															
	<p>Approve the schedule of payments for August as follows:</p> <p><b>August 2020 Accounts</b></p> <p><b>Payments</b></p> <table> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Business Stream - allotments water bill est</td> <td>49.52</td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td>44.40</td> </tr> <tr> <td>HMRC</td> <td>16.80</td> </tr> <tr> <td>Staff salaries (3 part time staff)</td> <td>1064.87</td> </tr> <tr> <td>Gardeners expenses: Petrol</td> <td>23.23</td> </tr> <tr> <td>Credit card:</td> <td>75.85</td> </tr> <tr> <td>Stationary - envelopes £3.98</td> <td></td> </tr> <tr> <td>Post Office -stamps for allotment letters £15.60</td> <td></td> </tr> <tr> <td>Zoom subscription £14.39</td> <td></td> </tr> <tr> <td>Unlimited Web Hosting - 1yr hosting with cpanel £41.88</td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;"><b>1,274.67</b></td> </tr> <tr> <td><b>Receipts</b></td> <td></td> </tr> <tr> <td>Cemetery fees</td> <td>330.00</td> </tr> <tr> <td><b>Total</b></td> <td style="border-top: 1px solid black;"><b>330.00</b></td> </tr> </tbody> </table> <p>Proposed: NF  Seconded: AB  Outcome: All agreed.</p>	Description	Amount	Business Stream - allotments water bill est	49.52	Glazik Kershaw - payroll provider	44.40	HMRC	16.80	Staff salaries (3 part time staff)	1064.87	Gardeners expenses: Petrol	23.23	Credit card:	75.85	Stationary - envelopes £3.98		Post Office -stamps for allotment letters £15.60		Zoom subscription £14.39		Unlimited Web Hosting - 1yr hosting with cpanel £41.88			<b>1,274.67</b>	<b>Receipts</b>		Cemetery fees	330.00	<b>Total</b>	<b>330.00</b>	
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<b>20/08/16</b>	<b>Items for next months agenda</b>																															
	<p>Road safety  GDPR Data protection policy  Updated financial regulations  Website accessibility statement  Projects for next year – to help with budget planning  Quote for large baubles for Christmas tree  Quotes for play area maintenance work</p>																															



	Approve costs to order more dog waste bags Approve cost and installation of chicken wire to Festive Field fence	
	<b>Date of next meeting</b> Thursday 24 <sup>th</sup> September 2020 at 7.30pm in Burstwick Village Hall.	
	<b>Meeting closed at: 21:06</b>	