

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 28th MARCH 2019

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

Public: 3 and PCSO Bainton

Minute	Discussion and agreement	Action
19/03/01	To note apologies for absence	
	Cllr. Brown Cllr. Whiting	
19/03/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Cllr James disclosed an interest in agenda item 16. Non-pecuniary: Cllr. M Cripsey – Village Hall, play area Cllr. N Fairbank – none disclosed Cllr. S Gould – Village Hall, allotments, cemetery and play area Cllr. D James – Village Hall Cllr. D Rainforth – none disclosed	
19/03/03	Members of the public are invited to address the council	
	No issues or questions were raised.	
19/03/04	To confirm the minutes of the meeting held on 28th February 2019	
	Signed as a correct record. Proposed: DR Seconded: SG Outcome: All agreed.	
19/03/05	To receive the clerks report and councillors updates	
	<ul style="list-style-type: none"> • Clerk and gardener relocated a number of hedge plants on Festive Field to create a tight hedge to ease access with lawnmower, all canes now have safety caps in place • Gardener has put the tile system down at the gate to Festive Field, this has made a good improvement to the entrance • Litter pickers have arrived for the community litter pick, however the original date of 6th April has been postponed and a new date will be confirmed shortly • Play area had its annual independent safety check – the report has been circulated to all councillors for information • New weld mesh goal nets have been installed at the games area in the park 	

	<ul style="list-style-type: none"> • Clerk is making final amendments to a commuted sums funding application for improvements to the adventure trail at the park • The council have received a letter, via email, from ERYC regarding the footbridge over Burstwick Drain, the bridge has now been removed and a new bridge will be constructed and installed in the new financial year <p>Councillor updates:</p> <ul style="list-style-type: none"> • Cllr. James reported that the recent Race Night raised £637.00 • Cllr. Cripsey reported that he has cleared the ash out of the beacon and will be re-painting it with Hamerite soon, once the weather warms up • Cllr. Gould reported that the potting bench for flower preparation for the cemetery is ready to collect from HMP Hull, Cllr. Gould will also be arranging passes for her and the clerk to visit and see what else the workshop can help make for the parish council 	
19/03/06	To note correspondence received	
	<p>Police Report</p> <p>6/2/19 Theft of diesel from HGV, Daisy Hill Road, Burstwick 11/2/19 Theft of 4 bottles of wine from shop, Main Street, Burstwick 22/2/19 Commercial burglary, confectionary taken from catering trailer, Hariff Lane, Burstwick 24/2/19 Damage to motor vehicle, driver's window smashed, Pinfold Lane, Burstwick</p> <p>No ASB reported in February.</p> <p>PCSO Bainton also reported that sheds on the allotments have been broken into, he has visited the allotments to put up posters and offer advice.</p>	
	<p>Burstwick Parish Council emails</p> <p><i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>84/18-19 Healthwatch East Riding – survey on NHS services in the East Riding of Yorkshire 85/18-19 Humberside Police crime data for February 86/18-19 ERYC Village Task Force visit date (22.7.19 for Burstwick) 87/18-19 Play area inspection report 88/18-19 ERNLLCA February newsletter 89/18-19 Humberside Police Streetbeat Newsletter for March 90/18-19 East Riding and Hull Joint Minerals Local Plan modification consultation 91/18-19 Letter from ERYC re: closed footbridge over Burstwick Drain</p>	
	<p>Letters received</p> <p>Glazik Kershaw payroll provider advising of new minimum wages rates from 1st April</p>	
19/03/07	To consider planning applications received	
	<p>Planning applications:</p> <p><u>19/00355/PLF Re-submission Fishing ponds, Mucky Lane, Burton Pidsea</u></p> <p>Erection of a building for fish breeding, siting of 2 pre-manufactured buildings to be used as a toilet block and office, installation of a private treatment plant, siting of 12 fishing pods and surfacing of internal tracks ancillary to existing fishing business (part retrospective) (re-submission of 18/03565/PLF)</p>	

	<p>Council considered the re-submitted plans.</p> <p>There were no objections.</p> <p>Proposed: MC Seconded: NF Outcome: All agreed</p>	
	<p>Planning Decisions to note: <u>18/04004/PLF erection of 2 dwellings following demolition of existing automotive garage, The Old Forge Garage, Main Street, Burstwick</u></p> <p>Planning permission granted subject to conditions.</p> <p><u>18/02955/PLF erection of building for use as office and physiotherapy treatment room, land east of 1 Old School Cottages, Main Street,, Burstwick</u></p> <p>Planning permission granted subject to conditions.</p>	
	<p>Appeal Decisions to note: None this month</p>	
<p>19/03/08</p>	<p>To agree quote for the installation of push down taps at the allotments</p>	
	<p>Two quotes have been provided for consideration as follows:</p> <p><u>Harts</u></p> <p>To remove all 17 standard hose union bib taps as indicated on site plan. Supply & install 17 x chrome non concussive push button type bibs taps to existing back plate elbows. Test on completion. Total cost supplied and fitted £956.90 + vat @ 20% VAT £191.38 Total £1148.28 incl VAT</p> <p><u>J Howden</u></p> <p>To supply and fit 17 new push button bib taps at Burstwick Allotments 17 non concussive bib taps £36 + vat per tap and PTFE sealing tape £615.00 Labour £200.00 Total £815.00 VAT £163.00 Total £978.00 incl vat</p> <p>Some felt that this was a lot of money for taps and how much water would they realistically save for the cost, others felt that we should be conserving water.</p> <p>After considering the quotes and the available budget for the allotments it was proposed to proceed with the cheaper quote provided by J Howden at £978.00.</p> <p>Proposed: NF Seconded: SG Outcome: 4 in favour / 1 against.</p> <p>Decision carried, Clerk to contact J Howden to arrange the work.</p>	<p>Clerk</p>

19/03/09	To review allotment rents for 2020-21	
	<p>The council agreed to raise rents last year by £1 across the board, taking a small allotment and parish garden to £11 and a large allotment to £16. These increases take effect this year from 1st April.</p> <p>Council considered if rents needed to rise again, using information on running costs as provided by the clerk and budget information.</p> <p>It was noted that even with the expenditure on the taps, there will still be enough money in the budget to run the allotments. Others felt the allotments provide important wellbeing service to the community.</p> <p>It was proposed to hold rents as they are and review again next year.</p> <p>Proposed: SG Seconded: DR Outcome: All agreed</p> <p>Clerk to advise tenants in annual rent demand letter due out at the start of April.</p>	Clerk
19/03/10	To agree to purchase a set of replacement pads for the defibrillator	
	<p>Price from WelMedical for one set of pads at £30.95 plus VAT (£37.14 incl vat).</p> <p>Cllr. James reported that the existing pads at the village hall were due to expire in April and that there has been two activations in the last 30 days. It is good practice to keep two sets of pads in stock.</p> <p>Council suggested this should be a rolling purchase as advised by the defibrillator guardians (Cllr. James and Cllr. Brown).</p> <p>Proposed: DR Seconded: MC Outcome: All agreed</p> <p>Clerk to make purchase as set out above, as and when needed and report to Council.</p>	Clerk
19/03/11	To review the parish councils publication scheme	
	<p>To comply with the Freedom of Information Act, the council must have a publication scheme that sets out how the public can access information and if there are any costs associated with this. Our scheme was adopted in 2017 and is now due a review.</p> <p>Council reviewed the publication scheme.</p> <p>Reviewing the document revealed two areas that need addressing:</p> <ol style="list-style-type: none"> 1. clerk to make sure key documents are on the website 2. The request for information policy needs reviewing <p>Fees charged for paper copies of documents to remain the same.</p> <p>Proposed: NF Seconded: MC Outcome: All agreed.</p> <p>Clerk to update document and upload onto parish council website.</p>	Clerk

19/03/12	To review parish council action plan for 2019-20	
	<p>Projects to include in the 2019-20 action plan are:</p> <ul style="list-style-type: none"> • New village noticeboard • Purchase new litter bin/relocate existing bins to start of footpaths / dog walking routes • War Memorials gardens landscaping project • Play area improvements to adventure trail • Cemetery – extending the memorial garden cremation plots • Best Kept Allotments Competition • Brick planter for Hariff Lane • Review Emergency Plan • Roll of Honor Board • Allotment plot marker posts <p>No further projects were put forward.</p> <p>Clerk to include these projects in the council’s action plan for 2019-20.</p> <p>Proposed: MC Seconded: NF Outcome: All agreed.</p>	Clerk
19/03/13	To review the parish councils system of internal control	
	<p>In preparation of completing the annual governance statement for 2018-19, the council must review its system of internal control.</p> <p>Clerk talked the council through the review questions.</p> <p>Council states that it has reviewed its system of internal control and there are no issues that need addressing.</p> <p>Proposed: DR Seconded: SG Outcome: All agreed</p>	
19/03/14	To discuss using Alan Johnson to audit the village hall accounts	
	<p>Alan Johnson has provided an estimate to audit village hall accounts at £100.</p> <p>As the parish council now employs a village hall clerk, it now makes sense for the village hall accounts to be audited alongside the parish council accounts. This will help when completing the annual governance review in relation to charity trustee duties.</p> <p>There were no further questions.</p> <p>Village hall accounts to be audited by Alan Johnson at an approx. cost of £100.</p> <p>Proposed: MC Seconded: NF Outcome: All agreed</p>	

19/03/15	To agree to transfer funds to parish council reserves																	
	<p>Council to agree to make a further deposit into the targeted reserves held with NS&I (cemetery) of £500.00</p> <p>Proposed: DR Seconded: MC Outcome: All agreed</p> <p>Clerk to send off cheque and form to NS&I.</p>	Clerk																
	<p>For item 19/03/16 Council to consider the exclusion of the press and public due to the confidential nature of the business to be discussed.</p> <p>Proposed: DR Seconded: MC Outcome: All agreed</p>																	
19/03/16	To agree staff salary increases from 1st April 2019																	
	<p>The National Joint Council for Local Government Service (NJC) has agreed the new pay scales for 2019-20 to be implemented from 1st April 2019.</p> <table border="1" data-bbox="261 891 1337 1285"> <thead> <tr> <th>Staff</th> <th>Old scale / salary</th> <th>New scale / Salary</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>R. Blackbourn Parish Clerk</td> <td>20 / £10.30 per hr</td> <td>11 / £11.00 per hr</td> <td>Increase in scale as discussed in appraisal Agreed by council 18/10/15</td> </tr> <tr> <td>A. James VH Clerk</td> <td>18 / £9.81 per hr</td> <td>7 / £10.16 per hr</td> <td></td> </tr> <tr> <td>W. Beadle Gardener</td> <td>12 / £8.93 per hr</td> <td>4 / £9.58 per hr</td> <td></td> </tr> </tbody> </table> <p>There were no questions.</p> <p>Council agrees to implement the wage rises as set out.</p> <p>Proposed: DR Seconded: MC Outcome: All agreed (Cllr. James took no part in this discussion or vote due to declared pecuniary interest)</p> <p>Clerk to inform payroll provider of new wage rates.</p>	Staff	Old scale / salary	New scale / Salary	Notes	R. Blackbourn Parish Clerk	20 / £10.30 per hr	11 / £11.00 per hr	Increase in scale as discussed in appraisal Agreed by council 18/10/15	A. James VH Clerk	18 / £9.81 per hr	7 / £10.16 per hr		W. Beadle Gardener	12 / £8.93 per hr	4 / £9.58 per hr		Clerk
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19/03/17	To agree payments in accordance with the budget																																											
	<p>Approve the schedule of payments and receipts for March as follows:</p> <table data-bbox="272 210 1086 1077"> <tr><td>S137 - events budget to support race night</td><td>50.00</td></tr> <tr><td>ERYC name badge</td><td>5.16</td></tr> <tr><td>Play Inspection Company - play area inspection</td><td>78.00</td></tr> <tr><td>Transfer to reserves</td><td>500.00</td></tr> <tr><td>Simon Taylor - flood wardens oars (reimburse)</td><td>88.40</td></tr> <tr><td>HMRC</td><td>32.20</td></tr> <tr><td>A James - VH clerk salary TBC</td><td>187.18</td></tr> <tr><td>R Blackburn - clerks salary</td><td>574.20</td></tr> <tr><td>R Blackburn - expenses - cane caps for Festive Field</td><td>16.14</td></tr> <tr><td>W Beadle Gardeners wage</td><td>146.54</td></tr> <tr><td>W Beadle Gardeners expenses - gravel</td><td>16.99</td></tr> <tr><td>Payroll</td><td>44.40</td></tr> <tr><td>Credit card - Wel medical - defib spare pads</td><td>49.08</td></tr> <tr><td>Credit card - stamps</td><td>6.96</td></tr> <tr><td></td><td>1795.25</td></tr> <tr><td colspan="2">Receipts</td></tr> <tr><td>Allotment rent</td><td>11.00</td></tr> <tr><td>Cemetery fees</td><td>150.00</td></tr> <tr><td>Cemetery fees</td><td>175.00</td></tr> <tr><td>Headstone fee</td><td>60.00</td></tr> <tr><td></td><td>396.00</td></tr> </table> <p>Proposed: NF Seconded: MC Outcome: All agreed.</p>	S137 - events budget to support race night	50.00	ERYC name badge	5.16	Play Inspection Company - play area inspection	78.00	Transfer to reserves	500.00	Simon Taylor - flood wardens oars (reimburse)	88.40	HMRC	32.20	A James - VH clerk salary TBC	187.18	R Blackburn - clerks salary	574.20	R Blackburn - expenses - cane caps for Festive Field	16.14	W Beadle Gardeners wage	146.54	W Beadle Gardeners expenses - gravel	16.99	Payroll	44.40	Credit card - Wel medical - defib spare pads	49.08	Credit card - stamps	6.96		1795.25	Receipts		Allotment rent	11.00	Cemetery fees	150.00	Cemetery fees	175.00	Headstone fee	60.00		396.00	
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19/03/18	Items for next month's agenda																																											
	Discussion about proposals for a closed church yard at All Saints Church, Burstwick Burial fees on the website																																											
	Date of next meeting Thursday 25 th April 2019																																											
	Meeting closed at: 20.38																																											