

BURSTWICK PARISH COUNCIL

MEETING HELD VIA ZOOM VIDEO CONFERENCE

THURSDAY 30th JULY 2020

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chair AB
 Cllr. N Fairbank NF
 Cllr. D Rainforth DR
 Cllr. P Waddingham PW
 Cllr. Whiting SW

Public: 1

| Minute | Discussion and agreement | Action |
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| 20/07/01 | To note apologies for absence | |
| | Cllr. Tong | |
| 20/07/02 | Councillors to disclose their interests in matters to be discussed | |
| | <p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. A Brown – allotments Cllr. N Fairbank – play area Cllr. D James – cemetery Cllr. D Rainforth – cemetery Cllr. P Waddingham – village hall Cllr. S Whiting – none disclosed</p> | |
| 20/07/03 | Members of the public are invited to address the council | |
| | No questions were raised. | |
| 20/07/04 | To confirm the minutes of the meeting held on Thursday 25th June 2020 | |
| | <p>Signed as a correct record. Proposed: PW Seconded: NF Outcome: All agreed</p> | |
| 20/07/05 | To receive the clerks report and councillors updates | |
| | <ul style="list-style-type: none"> Clerk has spent time updating the website. A new page has been set up for ongoing information about Covid-19. This means that the home page has now returned to normal. A revised action plan for 2020-21 has been uploaded along with minutes for 2016, which was a task left over from earlier in the year when the minutes page was re-formatted into individual years. The allotments have again taken up a lot of time. Rent collected so far totals £661.00 (this does not include rent due on plots 22 or 48). As agreed in the last meeting, notice letters have been issued to three problem plots (21B, 22 and 48), the notice period ends on 30th July. An extension to the notice period has been | |

given to the tenant of plot 21B, who has been shielding due to the coronavirus pandemic, until 1st October 2020. The Scouts have given up their plot (no 48).

- The tenant of plot 50 has agreed to give up their plot and the plot was offered to Mr Reynolds, he has expressed an interest in that plot in the past, as it would be more suitable for bee keeping, being enclosed by hedges. He has paid the rent due on the plot for this year and has agreed to give up one of his other plots in January 2021. This plot will go to his allotment neighbour who has already been tending that plot for the last 2 years, which the Clerk was unaware of. Following a warning, the tenant of plot 49 has started to work their plot.
- Mr Reynolds has also submitted a petition, on behalf of the allotment tenants, about the use of hosepipes being prohibited. This petition will be discussed at the August meeting.
- The Parish Gardener has washed the bus shelter on Station Road – however the Perspex is scratched and burnt, so the wash down has had little impact on how it looks.
- Andy James, the village hall clerk has reported that the two Coronavirus support grants he applied for have been paid - £200 from HWRCA and £10,000 from East Riding of Yorkshire Council Hospitality and Leisure Grant. This is a massive help to ease cash flow issues over the next few months.
- A village hall committee meeting took place on Monday 27th July and discussions were held around how the hall can safely re-open. The village hall clerk has put in a lot of work to make sure the hall meets the Covid-Secure guidelines. This will include signage, additional handwashing facilities, risk assessment for user groups, additions to the hire agreement and a one-way system. A questionnaire will be sent to all user groups to find out what their plans are about returning. A further meeting of the committee is scheduled for 12th August.
- Public rights to inspect parish council accounts for the 2019-20 financial year started on Monday 20th July 2020 and will end on Friday 28th August 2020. Relevant documents are available to view on the noticeboards and in the audit section of the website.

Councillor updates

- Councillor Brown stated that she is resigning from the allotments committee with immediate effect, as an allotment holder herself, it has become a conflict of interest. Cllr. James thanked her for the time she had given serving on the committee.
- Councillor Fairbank reported that he had checked the park recently and it was all tidy.
- Cllr. Waddingham thanked the village hall clerk for the effort put in to get the hall re-opened. He would also like to put together a community engagement policy document, to help guide the council to improve its community engagement and on a recent visit to the playing field, he picked up 25 bottles and reminded the children playing to put their litter in the bin.
- Cllr. Whiting reported that he is still working on the road safety options document with Cllrs Fairbank and Waddingham and plans to present it at the September meeting. He will continue to monitor if the crops have been harvested so the new footbridge can be installed over Burstwick drain.

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| | <ul style="list-style-type: none"> • Cllr. Whiting also reported that the part time 20mph lights on the pub side are out of sync and will need sorting before September. • Cllr. James thanked the councils three employees who have all continued to work during Covid-19, while facing challenges the pandemic brought to them individually. • Cllr. James also reported that he is taking part in a community fund raising sponsored walk, see social media posts for more information. | DJ/Clerk |
| 20/07/06 | To note correspondence received | |
| | Police Report No data | |
| | Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 19/20-21 ERYC re proposal to construct a crematorium in Holderness 20/20-21 ERYC Community Hub coronavirus response – plan for next phase 21/20-21 Humberside Police street beat newsletter for June 22/20-21 ERYC Coronavirus Outbreak Management Plan 23/20-21 ERNLLCA newsletter for June 24/20-21 ERYC Licensing Act 2003 formal policy review 25/20-21 ERYC Town and Parish Council planning update newsletter | |
| | Letters received 23/7/20 By email – regarding allotment hosepipe ban from tenant of plot 21A | |
| 20/07/07 | To consider planning applications received and note planning decisions | |
| | Planning applications: <u>20/01559/PLF AMMENDED SCHEME</u> Raising of existing roof height, construction of dormer at rear and single storey rear extension 4 Sharp Avenue, Burstwick At the June meeting the council agreed to log no objections to this planning application. Cllr. James reported that he had spoken to ERYC planning department about this application before the parish council meeting. There have been several objections from neighbouring properties and complaints about lack of notice about the application. Cllrs Brown and Whiting have had a look at the property and have noted that other bungalows in the street have dormers. It was proposed for Council to maintain its original position of no objections and to log no further comments to this application and to make a request that ERYC conduct a site visit and for the application to be considered at ERYC planning committee. Proposed: SW Seconded: AB Outcome: All agreed <u>20/02204/PLF</u> Single and two storey extension to side, single storey extension to other side, single storey extension and canopy roof to create covered area to rear, construction of bay | |

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| | <p>window and canopy roof to front and construction of brick wall with railings to front boundary, following demolition of existing garage Winsley Close, Appleby Lane, Burstwick</p> <p>Cllr. Whiting declared an interest in this item and didn't not take part in the discussion or vote.</p> <p>Council considered the plans and it was proposed to log no objections.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed</p> | |
| | <p>Planning Decisions to note: 20/00866/PLF Single storey extension to side following removal of existing conservatory Windy Hill, Appleby Lane, Burstwick</p> <p>Planning permission granted subject to conditions</p> | |
| | <p>Appeal Decisions to note: None</p> | |
| 20/07/08 | To agree costs, design and text for freedom scroll | |
| | <p>Clerk has circulated costs for consideration as follows:</p> <p>Scroll is £69.00 plus VAT, plus £4.80 P&P.</p> <p>Frame is approx. £50.</p> <p>Council agreed the text and Cllr. James will find out the extra information needed regarding dates and will let clerk know.</p> <p>It was proposed for Council to proceed with ordering this as per costs above.</p> <p>Proposed: NF Seconded: PW Outcome: All agreed</p> <p>Clerk to order scroll once final text received.</p> | Clerk |
| 20/07/09 | To agree fees for memorial roses in cemetery | |
| | <p>The rose border is now well established. The plan is to make the roses available to be leased in memory of a loved one.</p> <p>Council to agree the fees to 'lease' a memorial rose as follows:</p> <p>Initial lease for 5 years including memorial plaque £250.00</p> <p>Renew lease for further 5 years £100.00</p> <p>Guidelines and applications form have been circulated for info/comment.</p> <p>Cllr. Brown asked if there will be a different rate for non-residents? Cllr. James suggested that as rose border is using far less space than full graves then one price should be charged for all.</p> | |

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| | <p>Cllr. Waddingham asked why would families want to renew? Clerk suggested that some families may only want a memorial for the short term, families may move away or situations change.</p> <p>Clerk was asked where the prices came from? Clerk has researched prices online looking at other local authorities, the prices quoted are from the lower end of the spectrum to balance affordability with the provision of the service. All fees collected will go towards the future maintenance of the cemetery.</p> <p>Clerk also stated that the plaque will be sourced from a local supplier.</p> <p>There were no further questions.</p> <p>It was proposed for the Council to proceed with this new service.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed.</p> <p>Clerk to finalise guidance document, application form and choice of plaques before launching services</p> | <p>Clerk</p> |
| <p>20/07/10</p> | <p>To agree to place notice inviting quotes for play area maintenance</p> | |
| | <p>Clerk sought quotes from two local contractors; both have turned the work down due to other commitments.</p> <p>Council would like to use a local contractor to do the work.</p> <p>The suggestion is to post a notice on the noticeboard inviting quotes by August meeting.</p> <p>Cllr. Waddingham asked if the notice could be electronic so it can be circulated on social media.</p> <p>Council to proceed with posting a notice for this work.</p> <p>Proposed: AB Seconded: SW Outcome: All agreed.</p> <p>Clerk to design notice and circulate.</p> | <p>Clerk</p> |
| <p>20/07/11</p> | <p>To discuss how to develop community engagement with the parish council</p> | |
| | <p>Cllr. Waddingham is keen for the parish council to develop a community engagement strategy that sets out the council's approach in terms of methods and questions to ask.</p> <p>It will also include how we use social media to engage.</p> <p>Questions asked will be focused on specific topics or ideas we want to develop e.g. Burstwick in Bloom and sports facilities.</p> <p>Cllr. Waddingham to draft out a strategy to be agreed at a future parish council meeting.</p> <p>Clerk to circulate the 2015 Community Review report for information.</p> | <p>PW</p> <p>Clerk</p> |

| 20/07/12 | To discuss establishing smaller allotment plots | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>The notice period on plot 22 ends on 30th July, it is a large plot and hasn't been cultivated properly in at least 3 years. This is the second eviction from that plot.</p> <p>This plot could easily be split into 3 decent sized smaller or starter plots.</p> <p>Some preparation work is needed – strimming and laying down a weed suppressant membrane and installing some boundary wire.</p> <p>Plots could be made available early in the new year, suggested rent £10. Councillor Fairbank reported that allotment holders are in favour of this plot being split into smaller allotments.</p> <p>Council to proceed in developing plot 22 into smaller plots as outlined above.</p> <p>Proposed: NF Seconded: DR Outcome: All agreed</p> <p>Clerk to speak with parish gardener to plan the work needed to prepare the plots.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20/07/13 | To receive a quarterly financial update | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Clerk confirmed that during the first quarter from 1st April to 30th June 2020 the parish council:</p> <p>Took receipts totalling: £14,641.63 Made payments totalling: £4,756.08</p> <p>The council is on budget.</p> <p>There were no questions.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20/07/14 | To agree payments in accordance with the budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>July 2020 Accounts</p> <p>Payments</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Rowett Insurance - Sit on mower</td> <td style="text-align: right;">193.60</td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">25.40</td> </tr> <tr> <td>Staff salaries for July (3 part time staff)</td> <td style="text-align: right;">1099.38</td> </tr> <tr> <td>Gardeners expenses:</td> <td style="text-align: right;">56.61</td> </tr> <tr> <td> Petrol £43.41</td> <td></td> </tr> <tr> <td> Tyre sealant £13.20</td> <td></td> </tr> <tr> <td> Credit card:</td> <td style="text-align: right;">59.97</td> </tr> <tr> <td> Stamps for allotment rent letters</td> <td style="text-align: right;">£31.20</td> </tr> <tr> <td> Zoom subscription</td> <td style="text-align: right;">£14.39</td> </tr> <tr> <td> Unlimited Web Hosting - domain renewal 2 years</td> <td style="text-align: right;">£14.38</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">1,479.36</td> </tr> <tr> <td>Receipts</td> <td></td> </tr> <tr> <td>Allotment rents</td> <td style="text-align: right;">55.00</td> </tr> <tr> <td>Allotment rents</td> <td style="text-align: right;">49.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">104.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> </tr> </tbody> </table> | Description | Amount | Rowett Insurance - Sit on mower | 193.60 | Glazik Kershaw - payroll provider | 44.40 | HMRC | 25.40 | Staff salaries for July (3 part time staff) | 1099.38 | Gardeners expenses: | 56.61 | Petrol £43.41 | | Tyre sealant £13.20 | | Credit card: | 59.97 | Stamps for allotment rent letters | £31.20 | Zoom subscription | £14.39 | Unlimited Web Hosting - domain renewal 2 years | £14.38 | | 1,479.36 | Receipts | | Allotment rents | 55.00 | Allotment rents | 49.00 | | 104.00 | | Total | |
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| | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | Proposed: DR Seconded: PW Outcome: All agreed | |
| 20/07/15 | Items for next month's agenda | |
| | Website accessibility findings / action plan GDPR data protection policy to agree Allotments petition / options Staff risk assessments | |
| | Date of next meeting Thursday 27 th August 2020, 7.30pm on Zoom | |
| | Meeting closed at: 20.28 | |