

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 30th NOVEMBER 2017

Present: Cllr. D Rainforth – Chairman DR
 Cllr. A Brown AB
 Cllr. N Fairbank NF
 Cllr. S Gould SG
 Cllr. D James DJ
 Cllr. M Smith MS

Public: 3 and PCSO Bainton

Minute	Discussion and agreement	Action
17/11/01	To note apologies for absence	
	Cllr. M Cripsey Cllr. N Smith	
17/11/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. D Rainforth – none Cllr. A Brown – allotments, village hall Cllr. N Fairbank – none Cllr. S Gould – allotments / village hall Cllr. D James – village hall Cllr. M Smith – allotments	
17/11/03	Members of the public are invited to address the council	
	A resident who lives at Springfield, Hedon Road (B1362) attended the meeting to raise awareness of the issue of speeding along that stretch of road. There have been a number of near misses involving vehicles accessing both residential and business properties. Vehicles are regularly driving in excess of the 60mph limit. The resident has canvassed neighbours and businesses and they are all in support of a 40mph limit on the B1362 ideally from Burstwick to Hedon, but as a minimum from Weghill Road junction to Hedon. The parish council did ask for the 40mph out of the village to be extended to Weghill Road junction, but ERYC turned down the request. Residents report that more traffic comes through the village after sections of the A1033 have been made 30mph zones. Cllr. James will check with ERYC if there has been a recent automatic traffic count (ATC) on that stretch of the B1362.	DJ

	<p>This issue will be added to the list for discussion at a forthcoming public meeting about road safety in the parish.</p> <p>PCSO Bainton apologised for his recent none attendance, he reported that the police surgery before the parish council meeting will resume in the New Year at the January parish council meeting. The parish councillors all welcomed him back.</p>	
17/11/04	To confirm the minutes of the meeting held on 26th October 2017	
	<p>Signed as a correct record.</p> <p>Proposed: MS</p> <p>Seconded: AB</p> <p>Outcome: All agreed.</p>	
17/11/05	To receive the clerks report and councillors updates	
	<p>Update on issues discussed and decisions taken at the October meeting that are not on this agenda:</p> <ul style="list-style-type: none"> • Graham Stuart MP visited the village last week to discuss and promote the road safety work that the parish council are involved in • ERYC have confirmed that work to install a part time 20mph will start on 27th November • Zurich Insurance have paid our claim to rebuild the brick planter • Clerk has submitted the parish council accounts to the internal auditor for the six month interim audit. The report has been forwarded to all councillors and concludes <i>'On the basis of the work carried out I remain satisfied that the accounts and records of the Council continue to be well maintained. There are no other matters arising from audit and there are no areas of concern to which the attention of the council need be drawn at this time.'</i> • The planning application on the Integra site has been referred to planning committee and will be heard in the New Year • Updated information to what was reported at the meeting: ERYC have visited the Old Forge Cottage site, they can't do anything to secure the site – that is the owners responsibility. ERYC have contacted a relative of the owner and they have been to the site and cut down weeds and other vegetation, they plan to return in the spring to put weed killer down. ERYC have stated that because it is land and not buildings the site can't be compulsory purchased. <p>Councillors:</p> <ul style="list-style-type: none"> • AB reported that she has been approached and asked if a memorial tree can be planted in the cemetery. Clerk advised that this need to be an agenda item for a decision to be made. It will be added to the January agenda. 	
17/11/06	To note correspondence received	
	<p>Police Report</p> <p>Crime data</p> <p>12/10/17 Burglary in commercial kitchen unit, Hariff Lane</p> <p>30/10/17 Theft of pedal cycle from commercial premises, Ellifoot Lane</p> <p>ASB</p> <p>22/10/17 Motorcross bikes on the bridle path, Hariff Lane</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>47/17 ERNLLCA October Newsletter</p> <p>48/17 Humberside Police crime data for October</p>	

	49/17 Humberside Police fraud warning 50/17 Graham Stuart MP re: road safety issues 51/17 Interim internal audit report (2017-18)	
	Letters received Copy of letter sent to Graham Stuart MP from Paul Bellotti, Interim Director of Environment and Neighbourhood Services at ERYC re 20mph signs	
17/11/07	To consider planning applications received	
	Planning applications: 17/03722/PLF Erection of garage at rear following demolition of existing garage (amended scheme of planning application 16/03205/PLF), 7 Sharpe Avenue, Burstwick Council made no comments on this application. Council has no objections. Proposed: NF Seconded: MS Outcome: All agreed Clerk to log decision on ERYC public access	Clerk
	Planning Decisions to note: None	
	Appeal Decisions to note None	
17/11/08	Consider and agree parish council insurance renewal quote	
	The parish council have come to the end of a three year agreement with Zurich. The clerk has secured four quotes as follows, for parish council only insurance for a one year premium. Zurich (our current insurer) £2816.37 Came and Company a specialist broker for parish council insurance have provide the following quotes: Hiscox £1607.36 Ecclesiastical - £1943.16 Inspire - £1966.87 On questioning, clerk advised council that there was no difference in cover, except that the policy excess for Hiscox was £250.00. There were no further questions. Parish council to take out a new one year policy with Hiscox at £1607.36. Proposed: AB Seconded: MS Outcome: All agreed Clerk to inform Came & Company and complete supporting paperwork.	Clerk

17/11/09	To agree to use S137 to grant village hall management committee funds to pay for village hall insurance	
	<p>Clerk reported this year the insurance for the village hall has been separated off from the parish council insurance as the management committee need to hold the policy in their name.</p> <p>At the trustees meeting held on Saturday 25th November 2017, it was agreed that the parish council would continue to support the management committee with insurance costs. The indicative quote received was competitive (£879.98) and it was agreed that the cost be split 50/50 between the management committee and the parish council.</p> <p>Parish council to agree granting approx. £440.00 via S137 to the management committee to pay 50% of the village hall insurance costs.</p> <p>Proposed: NF Seconded: SG Outcome: All agreed.</p> <p>DJ reported that a second quote will be sought for comparison.</p> <p>Clerk asked for the management committee to issue an invoice to the parish council to enable funds to be paid.</p>	
17/11/10	To agree quote for new allotment gate at informal access point	
	<p>Clerk reported that Handy Andy was unable to quote for the job. There is one quote on the table from Tony Grassby Home and Garden Maintenance at £153.00. The job is difficult and labour intensive. Is council happy to proceed or is there another contractor who could quote for the work? It was stated that there is another local contractor though they would be more expensive.</p> <p>Council to proceed with this quote.</p> <p>Proposed: MS Seconded: DJ</p> <p>Clerk to order with work with Tony Grassby.</p>	Clerk
17/11/11	To consider allotment inspection report	
	<p>The allotments committee inspected all plots at the start of November. They were 'pleasantly surprised' by the vast majority of tenants who keep their plots well maintained.</p> <p>Only two plots are of concern – numbers 18 and 44B.</p> <p>The allotments committee recommend that a first warning letter be sent out to the tenants of both plots.</p> <p>Council to agree with this recommendation.</p> <p>Proposed: NF Seconded: DJ Outcome: all agreed.</p> <p>Clerk to draft letters and send out.</p>	Clerk

17/11/12

To review and set cemetery fees for 2018

Cemetery fees were last increased on 1st April 2016.

Clerk has reviewed cemetery fees in line with other local authorities and is recommending an increase as set out below, to take effect from 1st April 2018.

Burial Plots	Current	2018	Increase
Purchase of exclusive right of burial in a single grave	£130.00	£150.00	£20.00
Purchase of exclusive right of burial in a double grave	£170.00	£200.00	£30.00
Opening / Internment fee	£140.00	£150.00	£10.00
Burial of child under 18	£95.00	Free	-
Burial of ashes in existing grave	£90.00	£100.00	£10.00
Headstone fee	£60.00	£60.00	-

Cremation plots	Current	2018	Increase
Purchase of exclusive right of burial in a single plot	£75.00	£90.00	£15.00
Purchase of exclusive right of burial in a double plot	£120.00	£150.00	£30.00
Opening / Internment fee	£85.00	£90.00	£5.00
Small Vase	£40.00	£40.00	-
Small headstone	£50.00	£50.00	-

Cllr. Brown commented that the parish council should also offer free cremation burial of a child under 18.

Council to agree with this amendment.

Proposed: SG

Seconded: AB

Outcome: All agreed

Clerk to update documentation with this amendment

Recommendation is to also include two new charges as follows:

To provide a duplicate copy of Exclusive Right of Burial if original is lost: £20.00

Digging fee for in-house service for preparing cremation plot: £50.00

There were no other questions or comments.

Council to agree to increase the fees as set out and the two additional charges.

Proposed: AB

Seconded: MS

Outcome: All agreed

Clerk to update documentation and to circulate the new fees to relevant organisations.

Clerk

Clerk

17/11/13

To agree Council budget for 2018-19

The budget was discussed at the recent finance committee meeting held on 24th October 2017 and the recommendation based on tracking previous and current expenditure is for the parish council to have an operating budget of £26,000 in 2018-19.

The council reviewed the figures presented and agreed to make savings by not purchasing a litter bin or renewing the membership of the rural buildings network (this is something the village hall management committee can purchase if they wish).

	<p>These savings will reduce the councils operating budget to £25,420 in 2018-19.</p> <p>There were no other questions or comments.</p> <p>Council to agree budget for 2018-19 including amendments as set out above.</p> <p>Proposed: AB Seconded: MS Outcome: All agreed</p>	
17/11/14	To agree precept for 2018-19	
	<p>The precept this year was £19,361 which added £32.25 on a Band D council tax bill for the year.</p> <p>The council considered three options for 2018-19 as follows:</p> <p>Option 1: A £20,000 precept which adds £32.87 to band D council tax bill, 62p or 1.9% increase. After taking away projected expenditure from income this option will leave the council in deficit of £715.</p> <p>Option 2: A £20,500 precept which adds £33.69 to Band D council tax bill, £1.44 or 4.6% increase. After taking away projected expenditure from income this option will leave the council in deficit of £215, which can be managed by careful spending.</p> <p>Option 3: A £21,000 precept which adds £34.52 to Band D council tax bill, £2.27 or 7% increase. After taking away projected expenditure from income this option will leave the council in surplus of £285.</p> <p>The council is aware that resident's wages and pensions have not increased by 4.6%, however looking at the budget and the areas that the parish council are responsible for, councillors feel that the most realistic precept amount is option 2.</p> <p>Clerk suggested that the budget be uploaded to the website so that residents can see where the money is spent. Council were in support of this.</p> <p>Council to make a precept demand for 2018-19 of £20,500.00</p> <p>Proposed: MS Seconded: SG Outcome: All agreed.</p> <p>Clerk to complete forms for ERYC and to upload budget to the website</p>	Clerk
17/11/15	To put forward names for the ERYC street names bank	
	<p>After discussion the following names were put forward:</p> <p>Kirman Armstrong Castle All Saints</p> <p>The addition of Road, Street, Close, Lane or Avenue will depend on the type of development.</p> <p>Proposed: AB Seconded: MS</p>	

	<p>Outcome: All agreed</p> <p>Clerk to inform ERYC.</p>	Clerk																																
17/11/16	To consider solutions put forward by ERYC regarding school buses on Main Street																																	
	<p>Following discussions at the October parish council meeting, Clerk wrote to the transport team and they gave the following response:</p> <p><i>After speaking to the drivers they report that it's the PM run that they both end up parked together to drop off.</i></p> <p><i>They have suggested that the 2SA becomes the first bus to leave school and the 2SB the last bus to try put space between them or the 2SB does his run the same as the morning so that the buses would be going in opposite direction so should not meet up at all in Burstwick .</i></p> <p>The councillors were impressed with the positive response from the bus company, however there were still strong concerns about the morning pick-ups in the village. Contrary to what the drivers state above, the two buses pull up together outside the Hare and Hounds pub and cause difficulties for traffic turning out of Pinfold Lane, Woolam Hill and Auction Close. There is no safe crossing place for the children either.</p> <p>Council suggest to arrange a site meeting with the school transport team.</p> <p>Clerk to arrange meeting.</p>	Clerk																																
17/11/17	To review committee membership																																	
	<p>As a number of councillors had given their apologies, I was proposed to defer this agenda item to the January meeting.</p> <p>Proposed: AB Seconded: DJ Outcome: all agreed</p>																																	
17/11/18	Approve Accounts for Payment																																	
	<p>Approve the schedule of payments for November as follows:</p> <p>Payments</p> <table> <tr> <td>DA & CA Buckton - hedge cutting allotments</td> <td>72.00</td> </tr> <tr> <td>AJACS 6 month internal audit fee</td> <td>101.25</td> </tr> <tr> <td>Grasslands Landscape Maintenance</td> <td>96.00</td> </tr> <tr> <td>SSP Direct - signs x 2</td> <td>92.69</td> </tr> <tr> <td>Royal British Legion Poppy wreaths x 2</td> <td>40.00</td> </tr> <tr> <td>ERYC streetlights SLA</td> <td>1817.58</td> </tr> <tr> <td>Richard Drew Building Work - planter rebuild</td> <td>760.00</td> </tr> <tr> <td>Richard Drew Building Work - affix signs</td> <td>40.00</td> </tr> <tr> <td>Tony Grassby Home & Garden Maint - play area repairs</td> <td>91.20</td> </tr> <tr> <td>Flood pumps annual service</td> <td>513.60</td> </tr> <tr> <td>Came & Company (Hiscox Insurance)</td> <td>1607.39</td> </tr> <tr> <td>HMRC</td> <td>1.40</td> </tr> <tr> <td>Cllr James - expenses (tape&ties for xmas lights)</td> <td>6.95</td> </tr> <tr> <td>Salaries for November (Clerk & Gardener)</td> <td>638.17</td> </tr> <tr> <td>R Blackburn Clerks expenses - mileage for conference</td> <td>12.60</td> </tr> <tr> <td>Gardeners Expenses - compost</td> <td>12.00</td> </tr> </table>	DA & CA Buckton - hedge cutting allotments	72.00	AJACS 6 month internal audit fee	101.25	Grasslands Landscape Maintenance	96.00	SSP Direct - signs x 2	92.69	Royal British Legion Poppy wreaths x 2	40.00	ERYC streetlights SLA	1817.58	Richard Drew Building Work - planter rebuild	760.00	Richard Drew Building Work - affix signs	40.00	Tony Grassby Home & Garden Maint - play area repairs	91.20	Flood pumps annual service	513.60	Came & Company (Hiscox Insurance)	1607.39	HMRC	1.40	Cllr James - expenses (tape&ties for xmas lights)	6.95	Salaries for November (Clerk & Gardener)	638.17	R Blackburn Clerks expenses - mileage for conference	12.60	Gardeners Expenses - compost	12.00	
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	Glazik Kershaw Payroll Service 44.40 Yorkshire Water 76.74 Credit card - ream of paper x 2 5.50 Credit card - stamps 7.70 Credit card - toner cartridge 21.35 6058.52 Receipts Zurich Insurance - brick planter claim pay out 660.00 Proposed: NF Seconded: MS Outcome: All agreed.	
17/11/19	Items for January's agenda	
	Review Cemetery regulations Presentation on community led housing Memorial tree in the cemetery War Memorial landscaping Christmas tree pruning Review committees membership	
	Date of next meeting Thursday 25 th January 2018	
	Meeting closed at: 21.08	