

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 31st JANUARY 2019

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chairman AB
 Cllr. N Fairbank NF
 Cllr. S Gould SG
 Cllr. D Rainforth DR
 Cllr. Whiting SW

Public: 4

Minute	Discussion and agreement	Action
19/01/01	To note apologies for absence	
	Cllr. Cripsey	
19/01/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. A Brown – allotments, village hall, Cllr. N Fairbank – play area Cllr. S Gould – allotments, play area, village hall Cllr. D James – village hall Cllr. D Rainforth – Pinfold Lane Cllr. S Whiting – play area</p>	
19/01/03	Members of the public are invited to address the council	
	Residents from Skeckling Garth made the council aware of a planning application that they have been consulted on. It is for a new access point to land at the rear of Main Street, developers have plans to build 21 houses (again subject to planning permission). The council took copies of the letter and plan for information as they have not yet been officially informed by ERYC of this application.	
19/01/04	To confirm the minutes of the meeting held on 29th November 2018	
	Signed as a correct record. Proposed: DR Seconded: SG Outcome: all agreed	
19/01/05	To receive the clerks report and councillors updates	
	<ul style="list-style-type: none"> • Council received its grant payment of £500 from War Memorials Trust in December • The vacancy for the village hall clerk has been advertised, there has been considerable interest in the position, shortlisting was held on Monday 28th January, with interviews taking place w/c 4th February • Allotments – parish garden plot 45 has been re-let and tenant of plot 10 have given their notice, this plot is being offered to the next person on the waiting list 	

- Operational play area inspection was completed by clerk and Cllr. Gould on 17th January, there were no areas of concern
- Clerk has completed the work of inputting the cemetery plan into an excel data base, meaning there is now an electronic record to back up the paper records, in the medium term clerk would like to get the burial registers scanned so there is an electronic version of these key records – clerk to investigate prices and bring to a future meeting
- Clerk has renewed the councils ERMOS (East Riding Minimum Operating Standards) in relation to the play area, by having this in place means we can apply for commuted sums funding
- Hedges have been cut at the allotments
- The sit on mower is booked in to have its annual service, FG Adamson have advised it will be February as they are running behind
- Clerk has prepared a statement for the village newsletter about the increase in the precept this year
- Humber and Wolds Rural Action are holding a drop-in event on community led housing at the village shop on Saturday 9th February 10am til 12noon

Councillors updates:

- Cllr. Rainforth reported that he joined PCSO Bainton to do community speed watch at the beginning of December at the bend near the school. 120 vehicles were monitored, 30 were going over the 20mph limit. The worst offender was caught driving at 37mph. 12 drivers received a warning letter. Another speed watch is planned for Monday 25th February at 3.15pm
- Cllr. Brown stated that the entrance to Festive Field is very muddy and slippery – could something be done to improve the entrance. It was suggested that thick black matting that the grass can grow through be used. Cllr. Whiting offered to donate some. Clerk to ask parish gardener
- Cllr. Brown also reported that the tractor used to cut the boundary hedge has damaged the grass on Festive Field. It was also noted that the work was completed without informing the parish council. Clerk to send a polite letter to property owner about this
- Cllr. Brown asked about when there has been vandalism and glass and debris is left on the road – who is responsible to clear it up? Cllr. James said that it can be reported to ERYC Street Scene
- Cllr. Brown also reported that there is a leaking tap at the allotments and questioned why the water was left on during the winter. Clerk said that it was because of certain allotment holders keeping livestock that the water was left on
- Cllr. James reported that the Burton Pidsea Wind Farm Fund has a community chest that is open for applications all year up to £500, the main grant is open until 31st March
- Cllr. Gould reported that the newly planted trees have no caps on the stakes and this is safety issue in a public area – clerk to contact Willem Brugge
- Cllr. Gould reported that the potting bench for the cemetery will be ready in February, she also suggested getting passes to visit the prison workshops to see what else they could help the parish council with e.g. benches, noticeboard

Clerk

Clerk

Clerk

	<ul style="list-style-type: none"> • Cllr. Whiting reported that the footbridge is still closed and the brick planter at Hedon Road still needs repairing. Clerk has reported both issues and will chase up • Cllr. Whiting has also received complaints about mud on the road at the bend by Station Garage on Ellifoot Lane. The informal layby is churned up mud. Clerk to speak to highways • Cllr. Whiting reported concerns about the flashing 30mph sign at the Hedon Road end of the village – it flashes for 52 seconds which is too long to be effective in informing drivers that they need to slow down. Cllr James to contact Katie Stork in ERYC 	<p>Clerk</p> <p>Clerk</p> <p>DJ</p>
19/01/06	To note correspondence received	
	<p>Police Report (November and December)</p> <p>2/11/18 Theft of metal farm gates, New Laid Lane, Burstwick</p> <p>11/11/18 Commercial burglary quad bike taken, Station Road, Burstwick</p> <p>9/12/18 Commercial burglary, safe taken, Main Street, Burstwick</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>63/18-19 ERNLLCA November newsletter</p> <p>64/18-19 East Riding Clinical Commissioning Group – Improving Access</p> <p>65/18-19 Humberside Police crime data for November</p> <p>66/18-19 Humberside Police street beat newsletter for November</p> <p>67/18-19 Humber and Wolds Rural Action invite to AGM on 18th December</p> <p>68/18-19 ERNLLCA December newsletter</p> <p>69/18-19 Humberside Police crime data for December</p> <p>70/18-19 Police and Crime Commissioners e-bulletin</p> <p>71/18-19 Allerthorpe Neighbourhood Plan Consultation</p> <p>72/18-19 Humberside Police street beat newsletter for December</p> <p>73/18-19 ERNLLCA nominations for ballot for Buckingham Palace Garden Party</p> <p>74/18-19 ERYC Public Spaces Protection Orders review</p> <p>75/18-19 E-Yard letter requesting a donation</p> <p>76/18-19 Letter from National Association of Local Councils (NALC)</p>	
	<p>Letters received</p> <p>7th December – Army Benevolent Fund thanking the parish council for the donation</p> <p>14th December – ERYC Chairman’s Awards nomination papers</p> <p>15th January – Glazik Kerhsaw payroll provider about changes to the law regarding payslips</p>	
19/01/07	To consider planning applications received	
	<p>Planning applications:</p> <p><u>18/04004/PLF Erection of 2 dwellings following demolition of existing automotive garage, The Old Forge Garage, Main Street, Burstwick</u></p> <p>Due to this application arriving during December when there is no meeting, councillors were asked to respond via email. There were 5 responses for no objections and 2 none responses, as a result clerk logged no objections.</p> <p>Council considered amended plans for this application.</p> <p>Council has no objections to the amended plans.</p> <p>Proposed: SW Seconded: NF Outcome: all agreed</p>	

	<p><u>18/04157/PLF erection of two storey extension to side and single storey extension to front, 113 Main Street, Burstwick</u></p> <p>Following discussion there were concerns that the extension goes right up to the boundary of the neighbouring property and the extension at the front of the building does not keep to the building line of neighbouring properties.</p> <p>Council has no objections to the development, but would like the above comments recorded on the public access system.</p> <p>Proposed: DR Seconded: SW Outcome: All agreed</p> <p>Clerk to log comments on the public access system.</p>	Clerk								
	<p>Planning Decisions to note: <u>18/00805/PLF Erection of detached building to provide additional storage facilities and change of use of part agricultural land, Kirncroft Engineering, Greens Lane, Burton Pidsea.</u></p> <p>Planning permission granted subject to conditions.</p> <p><u>18/03565/PLF erection of a building for fish breeding, siting of 3 buildings for workers amenity, office building and toilet block and installation of a septic tank ancillary to existing fishing business (part retrospective), Fishing Ponds, Mucky Lane, Burton Pidsea.</u></p> <p>Planning permission refused.</p>									
	<p>Appeal Decisions to note: None</p>									
19/01/08	<p>To agree to purchase litter bin for Pinfold Lane</p>									
	<p>Clerk has received price for litter bin from ERYC as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 150px;">Bin</td> <td style="text-align: right;">£272.16</td> </tr> <tr> <td>Installation:</td> <td style="text-align: right;">£105.00</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">£377.16</td> </tr> <tr> <td colspan="2"><u>plus VAT totals: £452.59</u></td> </tr> </table> <p>Council agrees to purchase a litter bin.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed</p> <p>The discussion moved on to the location of the new bin. There are two possible locations – at the junction with Elm Tree Farm Road next to the grit bin and on the grass verge half way down Pinfold Lane.</p> <p>Some felt that the bin should go at the end of Pinfold Lane where the actual problem is, but the council has to balance the need for a bin with the feelings of residents at the end of the lane who have already objected to a bin being located there.</p> <p>It was proposed for the new bin to be located next to the grit bin at the junction with Elm Tree Farm Road</p>	Bin	£272.16	Installation:	£105.00	Total:	£377.16	<u>plus VAT totals: £452.59</u>		
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	<p>Proposed: SG Seconded: AB Outcome: 4 in favour, 2 against – decision carried.</p> <p>Clerk to contact ERYC to order bin.</p>	Clerk
19/01/09	To review the Public Spaces Protection Orders (PSPOs) in the village	
	<p>Current PSPO states:</p> <ul style="list-style-type: none"> • Dogs on leads in Burstwick Cemetery • Dogs excluded from Burstwick Primary School grounds • Alcohol prohibition in village hall grounds (not Festive Field), bus shelter on Station Road, playing field and amenity land Beech Close/Elm Avenue <p>Clerk was asked to check if All Saints Churchyard and Burstwick Cemetery are included in the alcohol prohibition order.</p> <p>Proposed: AB Seconded: SW Outcome: All agreed</p>	Clerk
19/01/10	To adopt disciplinary and grievance policies	
	<p>Clerk emailed polices for review and comment. Clerk to check with ERNLLCA regarding appendices to the documents and to amend review date.</p> <p>There were no other questions.</p> <p>Council to adopt these policies.</p> <p>Proposed: AB Seconded: DR Outcome: All agreed</p>	Clerk
19/01/11	To agree to purchase replacement pads for the defibrillators	
	<p>One set of pads expires in April. Price from Wel Medical of £30.95 plus vat for one set.</p> <p>Council to agree to purchase one set of pads for £30.95 plus VAT.</p> <p>Proposed: DR Seconded: SW Outcome: All agreed</p> <p>Clerk to place order with Wel Medical</p>	Clerk
19/01/12	To consider play area improvements and agree to apply for grant funding	
	<p>The annual safety check and the parish councils own checks have revealed that there are issues with some of the older wooden play equipment.</p> <p>In 2019 it is proposed to remove the following items from the wooden adventure trail:</p> <ul style="list-style-type: none"> • Rotten stepping logs (replaced by new balance beam and 4 new stepping logs) • Leaning log walks and combo 1 <p>Replace with following new equipment:</p> <ul style="list-style-type: none"> • Timber scramble climber B • Clatter bridge • Spiders web 	

	<ul style="list-style-type: none"> • Zig zag stilts <p>This will cost approx. £8,000.00 plus VAT</p> <p>To keep costs down it is suggested that the parish council arrange the removal of rotten equipment, provide a skip (approx. £500) and to liaise with school regarding storage of materials and access to toilet facilities.</p> <p>Recommendation is to apply for grant funding to cover the majority of the cost of equipment.</p> <p>Following discussion, Council proposes to apply to commuted sums funding for £4,000 and to the windfarm fund for £4,000.</p> <p>Proposed: NF Seconded: DR Outcome: All agreed</p> <p>Clerk to make the grant applications.</p>	Clerk
19/01/13	To agree to close dormant NHW account	
	<p>Margaret Armstrong has passed over information on a dormant Santander account that was used by an old neighbourhood watch group in the village. There is approx. £256.00 in the account. Mrs Armstrong has confirmed Ian was the only named treasurer and is not aware of any other named person on the account.</p> <p>There were no questions.</p> <p>Council to agree to close this account with a cheque being issued to Burstwick Parish Council for the balance of £256.48, this will be ring fenced for future neighbourhood watch expenditure.</p> <p>Proposed: AB Seconded: DR Outcome: All agreed</p> <p>DJ to progress getting the account closed.</p>	DJ
19/01/14	To discuss ideas for possible bus route to serve northern end of the village	
	<p>Cllr. Brown reported that she has been contacted by EYMS to discuss local bus services. There is some regret about the decision to stop the 277 from coming through the village. EYMS would like to hear the parish council's suggestions for alternatives that could service the village hall end of the village.</p> <p>One suggestions was the No 73 bus to Withernsea via Roos. If there are any other suggestions email Cllr. Brown.</p>	AB
19/01/15	To agree cost of Responsible Finance Officer training day for clerk to attend	
	<p>One day training course for Responsible Financial Officers, run by ERNLLCA. Cost £50 plus VAT, total is £60.00.</p> <p>Also be return millage to Bishop Burton College.</p> <p>Proposed: NF Seconded: SW Outcome: All agreed.</p>	

19/01/16	To agree to set up a standing order to pay staff salaries																					
	<p>Clerk requested permission to set up standing orders to pay parish council clerk and new village hall clerk monthly salary.</p> <p>Suggest pay date of 28th of each month.</p> <p>Amounts will still be reported as part of monthly schedule of payments.</p> <p>As gardeners wage varies each month, he will continue to be paid using bill payment method each month.</p> <p>There were no other question.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed</p> <p>Clerk to set up the standing order.</p>	Clerk																				
19/01/17	To receive a quarterly financial update and budget monitoring																					
	<p>Clerk reported the figures as follows:</p> <table data-bbox="293 882 877 1149"> <tr> <td colspan="2">3rd Quarter up to 31st December</td> </tr> <tr> <td>Receipts</td> <td>1810.52</td> </tr> <tr> <td>Payments</td> <td>9665.38</td> </tr> <tr> <td colspan="2">Year to date</td> </tr> <tr> <td>Receipts</td> <td>26,495.68</td> </tr> <tr> <td>Less payments</td> <td>-22,946.83</td> </tr> </table> <p>Clerk reported the council was keeping to the agreed budget, and will circulate the budget monitoring document for consideration.</p>	3rd Quarter up to 31st December		Receipts	1810.52	Payments	9665.38	Year to date		Receipts	26,495.68	Less payments	-22,946.83	Clerk								
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19/01/18	To agree to co-opt to fill vacancy																					
	<p>This agenda item was deferred.</p>																					
19/01/19	To agree payments in accordance with the budget																					
	<p>Approve the schedule of payments for December 2018 and January 2019 as follows:</p> <table data-bbox="272 1659 1085 2049"> <tr> <td colspan="2">December 2018</td> </tr> <tr> <td colspan="2">Payments</td> </tr> <tr> <td>Staff salaries</td> <td>574.20</td> </tr> <tr> <td>Payroll</td> <td>44.40</td> </tr> <tr> <td>Yorkshire Water - allotments</td> <td>23.57</td> </tr> <tr> <td>Credit card - Norton anti-virus annual renewal</td> <td>49.99</td> </tr> <tr> <td></td> <td>692.16</td> </tr> <tr> <td colspan="2">Receipts</td> </tr> <tr> <td>WMT grant payment</td> <td>500.00</td> </tr> <tr> <td></td> <td>500.00</td> </tr> </table>	December 2018		Payments		Staff salaries	574.20	Payroll	44.40	Yorkshire Water - allotments	23.57	Credit card - Norton anti-virus annual renewal	49.99		692.16	Receipts		WMT grant payment	500.00		500.00	
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	<p>January 2019</p> <p>Payments</p> <p>DA & CA Buckton - allotment hedge cutting 72.00</p> <p>ERNLLCA - RFO training course fee 60.00</p> <p>HMRC 0.00</p> <p>Staff salaries 649.32</p> <p>Payroll 44.40</p> <p>Credit card -RV Rogers - roses for cemetery 105.50</p> <p>931.42</p> <p>Receipts</p> <p>Allotment rent 11.00</p> <p>Headstone fee 50.00</p> <p>Cemetery fee 300.00</p> <p>Copy of grave deed fee 25.00</p> <p>386.00</p> <p>Proposed: SW Seconded: DR Outcome: All agreed.</p>	
19/01/20	Items for next month's agenda	
	None put forward.	
	Date of next meeting Thursday 28 th February 2019, 7.30pm	
	Meeting closed at: 20.54	