

ANNUAL MEETING OF BURSTWICK PARISH COUNCIL

HELD ON ZOOM - THURSDAY 6th MAY 2021

Present:	Cllr. D James	DJ
	Cllr. A Brown	AB
	Cllr. M Cripsey	MC
	Cllr. N Fairbank	NF
	Cllr. S Gould	SG
	Cllr. D Rainforth	DR
	Cllr. P Tong	PT
	Cllr. Waddingham	PW
	Cllr. S Whiting	SW

Public: 1

Minute	Discussion and agreement	Action
21/05/01	Election of Chairman	
	Nominations were sought for the position of Chairman. Cllr. Brown nominated Cllr. James, this was seconded by Cllr. Gould. No other nominations were put forward. All were in agreement and Cllr. James was duly elected as Chairman. Cllr. James signed the declaration of acceptance of office for the position of chairman.	
21/05/02	Election of Vice Chairman	
	Nominations were sought for the position of Vice Chairman. Cllr. Gould proposed Cllr. Brown, this was seconded by Cllr. Tong. No other nominations were put forward. All were in agreement and Cllr. Brown was duly elected as Vice Chairman.	
21/05/03	To note apologies for absence	
	None – all councillors were present.	
21/05/04	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. A Brown – allotments Cllr. Cripsey – play area Cllr. N Fairbank – play area Cllr. S Gould – play area, cemetery, allotments and village hall Cllr. D James – agenda item 18, village hall, cemetery Cllr. D Rainforth – cemetery Cllr. P Tong – allotments Cllr. Waddingham – village hall Cllr. S Whiting – play area	

21/05/05	Council to review Committees Terms of Reference	
	<p>The committees' terms of reference were circulated to all councillors for review.</p> <p>There were no questions.</p> <p>Council to adopt reviewed Committee's Terms of Reference.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed</p> <p>Clerk to upload the reviewed terms of reference to the website.</p>	Clerk
21/05/06	Election of committees	
	<p>Councillors were selected to sit on the committees as follows:</p> <p>Allotments (3): Cllr. Gould, Cllr. Fairbank and Cllr. Tong</p> <p>Cemetery (3): Cllr. Gould, Cllr. James and Cllr. Rainforth</p> <p>Communications (3): Cllr. Brown, Cllr. James and Cllr. Whiting</p> <p>Finance / personnel (3): Cllr. James, Cllr Rainforth and Cllr. Whiting</p> <p>Play area (4): Cllr. Cripsey, Cllr. Fairbank, Cllr. Gould and Cllr. Whiting</p> <p>Village hall (4): Chair: Cllr. Brown with Cllr. Cripsey, Cllr. Gould and Cllr. James</p> <p>Clerk to update committees list and post on website.</p>	Clerk
21/05/07	Members of the public are invited to address the council	
	<p>A resident attending the meeting questioned the appearance of a large house in the grounds of Richardson's Farm. Following some debate, the Clerk stated that the development had applied for planning permission and a decision notice was issued by ERYC - this can be emailed to the resident for information.</p>	Clerk
21/05/08	To confirm the minutes of the annual parish meeting held on 22nd April 2021	
	<p>Signed as a correct record.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed.</p>	
21/05/09	To confirm the minutes of the parish council meeting held on 22nd April 2021	
	<p>Signed as a correct record.</p> <p>Proposed: SG Seconded: PT Outcome: All agreed.</p>	
21/05/10	To receive the clerks report and councillors updates	
	<p>Clerks update on decisions, actions and issues:</p> <ul style="list-style-type: none"> Clerk has chased ERYC for a site meeting to sort out the play area gate and to re-install the litter bin, which is currently a hazard for those using the park; there is 	

	<p>a disappointing lack of urgency to deal with either issue. Meeting is now arranged for Friday 14th May at 10am.</p> <ul style="list-style-type: none"> • Ground anchor system for the new picnic bench has been delivered and the bench was installed on Sunday 9th May on Festive Field. • Thank you to Cllrs Brown and Fairbank for volunteering to deploy the ‘clean it up’ dog fouling stencil, let’s hope it makes a difference. • Clerk submitted the VAT return to HM Revenue and Customs on 28th April for £880.65, this will form part of this year’s budget, although lower than forecast it is still a significant amount. • Following an email from Cllr. Whiting which showed 9 cars for sale, parked on the grass verge outside the old integra site, clerk forwarded the photo to planning enforcement for their information. A Street Scene Enforcement Officer visited the site and requested the removal of the vehicles. The vehicles have now been moved back onto the hard standing. <p>Councillor updates:</p> <ul style="list-style-type: none"> • Cllr. Brown reported that persons had dug under the village hall fence to get a piece of wood that was then used to get into the WI garden on the other side of the hall – most probably to retrieve a ball. They are putting themselves at risk climbing over the spiked security fence and Cllr. Brown suggested the wooden fence along the side of the WI garden be removed as they are using that to climb over. It was suggested that the village hall committee should take the decision and it will be added to the agenda for the meeting in July. Clerk also suggested moving the water butt as that could also be used to climb over the fence. • Cllr. Cripsey asked for an update on the letter regarding the grass cuttings at Woolam Hill path, Clerk advised the letter would be sent in the next week. • Cllr. Fairbank reported that a lady had tripped and fell at the junction with Woolam Hill and Main Street, where the litter bin is located the surface is lower than the edge of the footpath causing a trip hazard. Cllr. Fairbank to send photos and clerk to report this issue to ERYC. • Cllr. Fairbank also reported that the road is in a poor state of repair by the greenhouses as you head out of the village, as there is no kerb, the road is collapsing into the verge. As the village is on a designated lorry route the road and infrastructure needs investment. • Cllr. James acknowledged the notes of thanks that have been posted by residents on the Nextdoor app in regard to the outcome of a recent planning application. 	Clerk
21/05/11	To note correspondence received	
	<p>Police Report No crimes reported in April</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> Emails sent in May will be reported at the June meeting.</p>	
	<p>Letters received None received.</p>	

21/05/12	To consider planning applications received	
	<p>New applications:</p> <p>21/00880/PLF – full planning permission Erection of a replacement conservatory to rear Burstwick House Back Lane Burstwick</p> <p>21/00881/PLB – listed building consent Erection of a replacement conservatory to rear Burstwick House Back Lane Burstwick</p> <p>The council considered both applications and there were no comments.</p> <p>It was proposed to log no objections to both the planning application and the listed building consent.</p> <p>Proposed: SW Seconded: PW Outcome: All agreed.</p> <p>Clerk to log comments on ERYC public access system.</p>	Clerk
	<p>Planning Decisions to note: 20/03066 PLF Erection of four dwellings with associated access, parking and infrastructure as a rural exception site for affordable housing, land west of 47 Back Lane, Burstwick.</p> <p>ERYC refused planning permission.</p>	
	<p>Appeal Decisions to note None</p>	
21/05/13	To review regular business	
	<p>The Council reviewed and noted its regular business.</p> <p>There were no other questions or comments.</p>	
21/05/14	To review councillors who sit on external bodies	
	<p>The council sends representatives to the following external bodies / organisations:</p> <p>Burton Pidsea Wind Farm panel - Cllr. James with Cllr. Brown in reserve ERNLLCA District Committees – Cllr. Tong and Rainforth NHW Coordinator/forum – Cllr. James ERYC Transport Champion – Cllr. Brown Holderness Health town and parish forum – Cllr. Brown and Waddingham</p> <p>Councillors confirmed that no changes were needed to the representatives.</p> <p>Council to agree the list as set out above.</p> <p>Proposed: PW Seconded: AB Outcome: All agreed</p>	

21/05/15	To review the parish council's asset register	
	<p>Clerk circulated the asset register for consideration.</p> <p>There were no questions.</p> <p>Council to note current values; the cost value of assets held is £103,180.37 (exc vat) and the insurance value is £295,007.02</p> <p>This document is used for seeking insurance quotes later in the year and it's important to keep it up to date.</p>	
21/05/16	To discuss outcomes from recent allotments inspection	
	<p>The allotments were inspected on Wednesday 21st April, the following plots were uncultivated:</p> <p>29 32B 46 49</p> <p>The tenants of plot 32B have subsequently advised they will be giving the plot up later this year.</p> <p>Plots 46 and 49, Council to agree to Clerk contacting the tenants and asking what their plans are.</p> <p>If tenants give up their plots most are in such a state that they will have to be offered rent free for one year.</p> <p>Plot 29 – Clerk to contact the tenant to see if they would be better with a half plot and to resolve issue with their cheque payment.</p> <p>There were no other questions or comments.</p> <p>Council in agreement for the Clerk to contact tenants as outlined above.</p> <p>Proposed: SG Seconded: AB Outcome: All agreed.</p>	<p>Clerk</p> <p>Clerk</p>
21/05/17	To review procedures at the cemetery regarding grave digging	
	<p>The council received a complaint a few weeks ago from a family who's loved one is interred in the parish council cemetery.</p> <p>A pre-reserved grave had been opened for the first-time, mid row, dug to double depth of over 7 feet. The family were distressed as when they visited their grave, it was covered in soil from the nearby grave being prepared for a funeral.</p> <p>The gravedigger was concerned about opening the grave as it was surrounded by occupied graves.</p> <p>The procedure for when a grave is opened, is for the soil to be respectfully piled to one side, most times this is grass, but sometimes it must go over graves. Care is taken, with boards and sheeting laid over the graves to prevent damage. It was unfortunate that the</p>	

	<p>family visited when it looked its worst. Clerk has offered them sincere apologies and an explanation and the grave digger has also written to the family.</p> <p>The only way to prevent this happening is to stop allowing families to pre-reserve graves, most large cemeteries don't allow this. This gives the burial authority more control over where people are buried, it stops gaps in rows and prevents soil being piled over graves.</p> <p>But the council offers a local service to its residents – many families request plots near to existing relatives.</p> <p>Is the council happy with existing procedures and allowing families to pre-reserve?</p> <p>Councillors discussed the procedures and made several suggestions. Cllr. Whiting said that even if you prevent people from pre-reserving graves, you will still have this problem if a couple die 10 years apart – the grave would have to be re-opened. Most people will have seen the piles of soil as graves are prepared and they are usually covered by grass material. Cllr. Whiting suggested that the existing procedures should continue.</p> <p>Cllr. James commented that this is the first complaint about this that the parish council have received, it was exceptional circumstances, but it could happen again in the future.</p> <p>Cllr. Fairbank suggested that this should be explained to people when they pre-reserve graves.</p> <p>Cllr. Rainforth agreed, people must be made aware that this could happen.</p> <p>Following discussion, it was proposed to continue with existing procedures and allow families to pre-reserve graves and a statement be included in the cemetery regulations.</p> <p>Proposed: SW Seconded: SG Outcome: All agreed.</p> <p>Clerk to amend cemetery regulations as outlined.</p>	Clerk
21/05/18	To agree quotes for additional work at the play area from Grasslands Ltd and repairs from Playdale Ltd	
	<p>Two quotes were received for work needed at the play area as follows:</p> <ol style="list-style-type: none"> 1. Grasslands Ltd – levelling of surfaces and re-seeding with grass seed £300 plus vat and £100 plus vat to complete additional repairs to wetpour surface 2. Playdale Ltd – repairs to existing equipment £3,797.53 plus vat <p>Clerk confirmed that this year's budget for the play area is £6350.15, less £1620 for repairs already underway and £1680 for grass cutting. This leaves £3050.15 remaining.</p> <p>Cllr. James pointed out that if the council proceeds with both quotes there would be deficit of approx. £1900.</p> <p>Cllr. James asked council to first consider the quote from Grasslands Ltd.</p> <p>It was proposed for Council to proceed with this quote.</p>	

	<p>Proposed: DJ Seconded: DR Outcome: All agreed</p> <p>Clerk to inform Grasslands Ltd</p> <p>Secondly, Cllr James suggested the quote from Playdale be deferred to the June meeting as it is not itemised by equipment.</p> <p>Proposed: AB Seconded: MC Outcome: All agreed.</p> <p>Clerk to contact Playdale about the quote.</p> <p>Cllr. Waddingham also suggested the surface at the multi-games area needs resurfacing, however this was not identified as an issue in the independent inspection report.</p> <p>Cllr. Waddingham also asked about goal nets. Clerk will bring some options and prices to the June meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>21/05/19</p>	<p>To request a litter pick along local lane verges – Appleby Lane, Ellifoot Lane and Hariff Lane</p>	
	<p>Cllr. Whiting requested this agenda item, as a dog walker he has noticed some of the verges are disgusting. He is aware that as a council we have already approached ERYC for help with this issue but were told that due to health and safety issues ERYC couldn't litter pick the verges. Recently he has noticed council vehicles and staff litter picking the verges on the Thorngumbald by-pass and Burstwick Road into Hedon, so if they can do it there why can't they do it in Burstwick? He feels ERYC neglects the verges.</p> <p>It was agreed that Appleby Lane is the worst, though Ellifoot Lane on both sides as far as the golf course and Hariff Lane are also in need of litter picking.</p> <p>Cllr. James suggested we contact ERYC for support – as we already have councillors and volunteers who litter pick in the village. If Appleby Lane could be closed, then the parish council could organise a litter pick.</p> <p>It was proposed to contact ERYC to ask for their support in litter picking the locations identified above.</p> <p>Proposed: AB Seconded: PT Outcome: All agreed</p> <p>Clerk to write to ERYC.</p>	<p>Clerk</p>

21/05/20	<p>To agree payments in accordance with the budget</p> <p>Note: accounts will be paid in W/c 24th May, salaries paid by Standing Order on 28th May.</p> <p>Approve the schedule of payments for May as follows:</p> <p>May 2021 Accounts</p> <p>Payments</p> <table border="0"> <thead> <tr> <th data-bbox="272 398 392 427">Description</th> <th data-bbox="847 398 935 427">Amount</th> <th data-bbox="963 398 1007 427">VAT</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 434 632 463">Grasslands Ltd - play area cuts 2 & 3</td> <td data-bbox="868 434 935 463">186.64</td> <td data-bbox="963 434 1023 463">31.10</td> </tr> <tr> <td data-bbox="272 472 820 501">AJACS internal audit of parish council accounts 2020/21</td> <td data-bbox="868 472 935 501">347.50</td> <td></td> </tr> <tr> <td data-bbox="272 510 788 539">AJACS internal audit of village hall accounts 2020/21</td> <td data-bbox="868 510 935 539">100.00</td> <td></td> </tr> <tr> <td data-bbox="272 548 507 577">ICO data protection fee</td> <td data-bbox="868 548 935 577">35.00</td> <td></td> </tr> <tr> <td data-bbox="272 586 600 616">Glazik Kershaw - payroll provider</td> <td data-bbox="868 586 935 616">44.40</td> <td data-bbox="963 586 1023 616">7.40</td> </tr> <tr> <td data-bbox="272 624 389 654">HMRC - tax</td> <td data-bbox="888 624 935 654">6.00</td> <td></td> </tr> <tr> <td data-bbox="272 663 612 692">Salaries for May (3 part time staff)</td> <td data-bbox="852 663 935 692">1045.54</td> <td></td> </tr> <tr> <td data-bbox="272 701 389 730">Credit card:</td> <td data-bbox="868 701 935 730">162.72</td> <td></td> </tr> <tr> <td data-bbox="272 739 616 768">Zoom subscription for April £14.39</td> <td></td> <td data-bbox="963 739 1023 768">2.40</td> </tr> <tr> <td data-bbox="272 777 676 806">Shaws Ltd allotment receipt book £25.40</td> <td></td> <td data-bbox="963 777 1023 806">4.23</td> </tr> <tr> <td data-bbox="272 815 791 844">Post office - stamps for allotment rent letters £31.68</td> <td></td> <td></td> </tr> <tr> <td data-bbox="272 853 552 882">Amazon - dog stencil £14.94</td> <td></td> <td data-bbox="963 853 1023 882">2.49</td> </tr> <tr> <td data-bbox="272 891 632 920">Amazon - paint for dog stencil £6.79</td> <td></td> <td data-bbox="963 891 1023 920">1.13</td> </tr> <tr> <td data-bbox="272 929 549 958">Amazon - avery labels £6.00</td> <td></td> <td data-bbox="963 929 1023 958">1.00</td> </tr> <tr> <td data-bbox="272 967 574 996">Amazon - ream of paper £5.32</td> <td></td> <td data-bbox="963 967 1023 996">0.89</td> </tr> <tr> <td data-bbox="272 1005 695 1034">No Butts Bin Co - ground anchor kit £58.20</td> <td data-bbox="831 1005 951 1034"><u> </u></td> <td data-bbox="963 1005 1023 1034">9.70</td> </tr> <tr> <td></td> <td data-bbox="847 1043 935 1072">1,927.80</td> <td></td> </tr> </tbody> </table> <p>Receipts</p> <table border="0"> <tbody> <tr> <td data-bbox="272 1167 432 1196">Allotment rents</td> <td data-bbox="868 1167 935 1196">439.00</td> </tr> <tr> <td data-bbox="272 1205 432 1234">Allotment rents</td> <td data-bbox="831 1205 951 1234"><u>220.00</u></td> </tr> <tr> <td></td> <td data-bbox="868 1243 935 1272">659.00</td> </tr> </tbody> </table> <p>Proposed: SW Seconded: DR Outcome: All agreed.</p>	Description	Amount	VAT	Grasslands Ltd - play area cuts 2 & 3	186.64	31.10	AJACS internal audit of parish council accounts 2020/21	347.50		AJACS internal audit of village hall accounts 2020/21	100.00		ICO data protection fee	35.00		Glazik Kershaw - payroll provider	44.40	7.40	HMRC - tax	6.00		Salaries for May (3 part time staff)	1045.54		Credit card:	162.72		Zoom subscription for April £14.39		2.40	Shaws Ltd allotment receipt book £25.40		4.23	Post office - stamps for allotment rent letters £31.68			Amazon - dog stencil £14.94		2.49	Amazon - paint for dog stencil £6.79		1.13	Amazon - avery labels £6.00		1.00	Amazon - ream of paper £5.32		0.89	No Butts Bin Co - ground anchor kit £58.20	<u> </u>	9.70		1,927.80		Allotment rents	439.00	Allotment rents	<u>220.00</u>		659.00
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21/05/21	<p>Items for next month's agenda</p> <p>None put forward.</p>																																																												
	<p>Date of next meeting Thursday 24th June, 7.30pm at Burstwick Village Hall</p>																																																												
	<p>Meeting closed at: 20:47</p>																																																												