

BURSTWICK PARISH COUNCIL

AGENDA

THURSDAY 29 MAY 2014

AT BURSTWICK COMMUNITY PRIMARY SCHOOL, MAIN STREET, BURSTWICK, AT 7.30pm

ANNUAL GENERAL MEETING

1. Apologies for Absence
2. Election of Chairman
3. Election of Vice Chairman
4. Election of Committees
 - a. Allotments
 - b. Planning
 - c. Cemetery
 - d. Village Hall
 - e. Playing Field
 - f. Christmas Tree Event
 - g. WW1 Centenary
5. Declarations of Interest
 - 5.1 Pecuniary
 - 5.2 Non-Pecuniary
6. Public Participation
7. Minutes of the last meeting
8. Minutes of the Annual Parish Meeting
9. Matters Arising
 - Minute no: 102 Highways Issues
 - Minute no: 103 Church Lane
 - Minute no: 105 Allotments
10. Correspondence
 - 10.1 Police Report
 - 10.2 Burstwick Parish Council Emails
11. Plans
 - 11.1 Applications to consider
 - Ref: 14/01428/VAR, 5 Auction Close, Burstwick
 - Ref: 14/01352/STPLF, Land West of The Limes, Staithe Road, Preston
 - Ref: 14/01123/PLF, Land North of Burstwick Grange, Burstwick
 - 11.2 Planning Decisions to note
 - 11.3 Planning Appeals to note
12. Agenda Items
 - Minute no: 113. Purchase of Amenity Land
 - Minute no: 119 Annual Review of Regular Business and Projects
13. Presentation of year end accounts for audit
14. Approve accounts for payment
15. Any other business
16. Date of the next meeting

BURSTWICK PARISH COUNCIL

ANNUAL GENERAL MEETING

HELD IN THE SCHOOL ON THURSDAY 29 MAY 2014

Present: Mr D Rainforth – Chairman

Mrs M Armstrong

Mr N Fairbank

Mr A Gray

Mr D James

Mr M Leonard

Mrs N Steward

Mrs J Wilson

Public: 3 members of the public attended the meeting

Abbreviations: Burstwick Parish Council - PC, East Riding of Yorkshire Council – ERYC, Village Hall Committee – VHC, Humber and Wolds Rural Community Council - HWRCC

Agenda Numbers bold/ Minute Numbers

<u>Minute</u>	<u>Points raised and/or agreed</u>	<u>Action by</u>
1	<u>Apologies for Absence</u> None	
2	<u>Election of Chairman</u> Mrs Armstrong asked for nominations for Chairman. Mr Leonard nominated Mr Rainforth; this was seconded by Mr Fairbank. Mr Rainforth confirmed that he agreed to stand as Chairman. There were no other nominations, and it was unanimously agreed that Mr Rainforth be elected as Chairman.	
3	<u>Election of Vice Chairman</u> Mr Rainforth asked for nominations for Vice Chairman. Mr Gray nominated Mrs Armstrong; this was seconded by Mrs Steward. Mrs Armstrong confirmed that she agreed to stand as Vice Chairman. There were no other nominations and it was unanimously agreed that Mrs Armstrong be elected as Vice Chairman.	
4	<u>Election of Committees</u> These were duly elected as follows;	
a	Allotments: Mr Fairbank, Mr Gray, Mr James, Mrs Steward	
b	Planning: Mrs Armstrong, Mr Fairbank, Mr Gray, Mr Rainforth, Mrs Wilson	
c	Cemetery: Mrs Armstrong, Mr Rainforth, Mrs Steward	
d	Village Hall: Mrs Armstrong, Mr Fairbank, Mr James, Mrs Steward	
e	Playing Field: Mr James, Mr Leonard	
f	Christmas Tree Event: Mr James, Mr Leonard, Mrs Steward, Mrs Wilson	
g	WW1 Centenary: Mr Rainforth, Mrs Wilson	

5	<u>Declarations of Interest</u>	
5.1	<u>Pecuniary</u>	
5.2	<u>Non Pecuniary</u> Mr Fairbank – Village Hall Mr Gray – Flood Warden Mr Leonard – Playing Fields Mrs Steward – Chapel Close and PCC	
6	<u>Public Participation</u> It was reported that the seat in the bus shelter is broken and needs to be repaired.	Clerk
7	<u>Minutes of the Annual Parish Meeting held on Thursday 24 April 2014</u> Signed as a correct record, proposed by Mr James, seconded by Mrs Steward. All agreed.	
8	<u>Minutes of Previous Meeting held on Thursday 24 April 2014</u> Signed as a correct record, proposed by Mrs Armstrong, seconded by Mr Fairbank All agreed.	
9	<u>Matters Arising / Clerk's Report</u>	
102	<u>Highways Issues</u> The Clerk reported that the outstanding issues are still to be resolved and enquired if any further issues need attention.	
103	<u>Church Lane</u> Correspondence from the Solicitor has been emailed to the Councillors. The Gardener has removed the remainder of the fallen tree and other debris from the lane, and has used his strimmer to clear the whole lane.	
105	<u>Allotments</u> The outstanding issues with the allotments are still to be attended to.	
10	<u>Correspondence</u>	
10.1	<u>Police Report</u> Theft of a pedal cycle x2- Main Street Criminal damage- Church Row Shed burglary- Bridge bungalows Harassment- Saltaugh Sands Estate No anti-social behaviour incidents	
f/w 4/14	<u>Parish/Town news release</u> Continue with highly visible Police patrols	
10.2	<u>Burstwick Parish Council emails</u> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors and Ward Councillor Mr Peter Turner</i>	
f/w 1/14	ERYC- Tackling anti-social behaviour in our community- six monthly report	
2/14	ERNLLCA- April newsletter	
3/14	East Riding Parish News- May	
5/14	ERYC- Local Plan, submission strategy document and allocations document to	

6/14	the Secretary of State for an Examination in Public	Clerk
7/14	ERYC- invitation to East Riding of Yorkshire CCG's AGM	
8/14	ERNLLCA- May newsletter	
8/14	ERYC- Holderness Community Partnership Meeting agenda ERYC – Flood Liaison Group meeting 30/05/14 Letter received from a Burstwick Resident regarding waste vegetation creating an environmental issue.	
11	<u>Plans</u>	
11.1	Applications Ref 14/01428/VAR, 5 Auction Close, Burstwick Outcome- No objections providing neighbours are in approval Emailed to ERYC after planning subcommittee's review Ref 14/01352/STPLF, land west of The Limes, Staithes Road, Preston Outcome – no objections raised Proposed- Mr Leonard Seconded – Mrs Armstrong, All agreed. Ref 14/01123/PLF, land south of New Laid Lane, Burstwick Outcome- no objections raised Proposed- Mrs Steward Seconded Mrs Armstrong, All agreed.	
11.2	Planning Decisions- none	
11.3	Appeal Decisions- none	
12	<u>Agenda Items</u>	
113	Purchase of amenity land Correspondence from ERYC Valuation and Estates service confirmed that a purchase price of £20,000 had been negotiated with Dee, Atkinson and Harrison, land agents, on behalf of the Diocese of York for the amenity land, plus the Vendors legal fees. The PC were required to approve the purchase, which after a discussion this was proposed by Mrs Steward, seconded by Mr Leonard, Mr Fairbank objected to the price, the remainder of the Parish Council agreed to the purchase price. The Clerk to give written confirmation of the decision. An application to use Commuted Sums to fund the purchase of the amenity land was completed.	Clerk
119	Annual review of regular business and projects The PC reviewed these documents, moving elements such as the website from projects to regular business, and adding the review of Standing Orders to projects. It was proposed to make the amendments by Mr Leonard, seconded by Mrs Wilson, all agreed.	
120	<u>Presentation of year end accounts for audit</u> The year-end accounts have been prepared by Alan Johnson. The Risk assessment submitted to audit appears comprehensive. The PC is recommended to continue to review annually that all risks are included and any necessary action is followed	

	<p>through. The asset register values as presented are accurately reflected in the annual return. Reserves totalling £18970 held at 31/3/2014 equate to about 112% of the annual precept and appear adequate having regard to the size and activity of the council. It has been noted that the current insurance premium has been paid and an appropriate policy is in force.</p> <p>On the basis of the work carried out Mr Johnson is satisfied that the accounts and records, as presented continue to be well maintained. Mr Johnson also confirms that he no relationship, financial or otherwise, with any member or officer of the Council, and that the internal audit has been carried out with integrity, objectively and independence.</p> <p>13 <u>Approve Accounts for Payment</u></p> <p>The Clerk presented to the Councillors the schedule of payments for May, it was agreed to pass these accounts for payment, proposed by Mrs Armstrong, seconded by Mrs Steward. All agreed.</p> <p>14 <u>Any Other Business</u></p> <p>Mrs Steward mentioned that comments had been made to her regarding the overgrown grass verges in and around Burstwick.</p> <p>The continuing state of disrepair to Forge Cottage was discussed and it was agreed that ERYC should be contacted again regarding this.</p> <p>Mr James mentioned that new road signs had been placed at either end of Appleby Lane warning that the lane is unsuitable for HGV.</p> <p>15 <u>Date of Next Meeting Thursday 19 June 2014</u></p> <p>16 <u>The Parish Council then considered the exclusion of the public and press owing to the confidential nature of the business to be discussed, this was proposed by Mrs Steward, seconded by Mr Leonard, all agreed.</u></p>	<p>Clerk</p>
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