

Burstwick Parish Council Agenda

Thursday 30 October 2014

At Burstwick Community Primary School, Main Street, Burstwick, 7.30pm

- 1 Apologies for Absence**
- 2 Declarations of Interest**
 - 2.1 Pecuniary**
 - 2.2 Non-Pecuniary**
- 3 Public Participation**
- 4 To consider the Minutes of the Last Meeting**
- 5 Matters Arising**
- 6 Correspondence**
 - 6.1 Police Report**
 - 6.2 Burstwick Parish Council emails**
- 7 Plans**
 - 7.1 Applications to Consider**
DC/14/02819/PLF/EASTSE Larder House, Station Road, Burstwick
DC/14/02815/PLF/EASTSE Riley Engineering Ltd, Ellifoot Lane,
 - 7.2 Planning Decisions to Note**
DC/14/02348/PLF Thorborn, Station Road, Burstwick
 - 7.3 Appeal Notifications to Note**
- 8 Agenda Items**
Minute no 110 - To consider and resolve items to be included in the precept
Minute no 123 - To consider Cemetery issues
Minute no 125 - To consider Village Hall issues
Minute no 127 - To discuss the Community Review
Minute no 129 - To consider application for a Community Defibrillator
Minute no 130 - To consider a review of the Emergency Plan
- 9 Approve Accounts for Payment**
- 10 Any Other Business**
- 11 Date of Next Meeting**

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 30 OCTOBER 2014

Present: Mr D Rainforth – Chairman
Mrs M Armstrong
Mr N Fairbank
Mr D James
Mr M Smith
Mrs J Wilson

Public: 4 members of the Public

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</u> <u>by</u>
1	<u>Apologies for Absence</u> Mr A Gray Mr M Leonard Mrs N Steward	
2	<u>Declarations of Interest</u>	
2.1	<u>Pecuniary</u>	
2.2	<u>Non Pecuniary</u> Mrs Armstrong – Village Hall Mr Fairbank – Village Hall Mr James – Village Hall	
3	<u>Public Participation</u> A member of the WI told the PC that the WI federation was to celebrate a 100 years of membership in 2015, and Burstwick WI will celebrate 90 years. With this in mind the Burstwick WI would like to commemorate the anniversaries with a display in the village and hoped to be able to use the flower bed in Main Street that the PC maintain. It was suggested that the WI put a written request to the PC to use the flower bed, and also to ask for some financial support. A member of the public mentioned dog fouling in the village, bad lorry driving, and the use of mobile phones whilst driving. Another member of the public commented on the recent road repairs in Station Road, and how the road appeared to be much improved by the repairs. A discussion then took place regarding as to when the public participation part of the meeting should occur, with the advantages and disadvantages of this item being held early in the meeting.	
4	<u>Minutes of Meeting Held on Thursday 25 September 2014</u> Signed as a correct record, proposed by Mr James, seconded by Mr Smith, all agreed.	

5	<p><u>Matters Arising / Clerk's Report</u></p> <p>Amenity land The signed Funding Agreement has been posted back to ERYC on 20/10/14 by registered post. Communication from ERYC planning department regarding the change of use application, it was agreed that they would look to put conditions into the application to allow a gate for the drain maintenance access.</p> <p>Commuted Sums An award of 7450.20 has been received, as the amount applied for was 8741.04, the Clerk has emailed Lea Anne Wright at ERYC, Commuted Sums Officer requesting that she clarify the exact sums and items allocated for in the award. The Clerk also requested confirmation on the amount of Commuted Sums remaining and the time scale for them to be allotted. The Clerk met with a representative from Playdale to discuss repairs to the playing field and further equipment that could be installed using some of the remaining Commuted Sums.</p> <p>Village Hall Sole Trustees Jonathan Dawson has dealt with the Charity Commission on the PC's behalf, a different lease is held by the Charity Commission, previous to the one that the VH hold, it is necessary to ensure that the correct lease is the only one held by VH. Jonathan Dawson confirmed that the PC are now the sole trustees of the VH and that the Charity Commission are fully informed of this. All the documents including the resolution, governing document and correct lease need to be collated along with the ACRE advisory leaflets for future reference.</p> <p>Allotments The allotments have had a good tidy up including the being hedges cut back. The signs regarding access and dogs on the allotments are in place, kindly sourced and installed by Mr James.</p> <p>Remembrance Sunday The Church wardens are aware that the PC will attend the service. A craft fair in the village hall prevent refreshments being held there, an offer of refreshments to be held in the Church has been given to the Church wardens. The wreaths have been ordered, but still awaiting delivery.</p> <p>Christmas Celebrations The festive lighting permit is to be applied for. No further information regarding a meeting to prepare for the Christmas event.</p> <p>Flood Wardens The flood wardens have a quote for the agreed service on the flood pumps, they have also viewed the recently acquired emergency equipment and were happy with it, batteries need to be purchased to check that some of the equipment works and to have on hand.</p> <p>Playing Fields The school has been in touch with regards to the insurance and checks on the playing field, the result of the conversation was that the school have been given a copy of the insurance and inspection report. The school are considering if their caretaker could be ROSPA trained to do the regular checks on the play equipment.</p> <p>Old Forge Cottage ERYC no longer have an empty property officer, the Clerk has spoken to housing department to give concerns regarding the state of Old Forge Cottage, Ian Ward is the named contact, who is on leave at present, and is to make contact when he returns to work.</p>	<p>Clerk</p> <p>Clerk</p>
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6	<u>Correspondence</u>	
6.1	Police Report	
62/14	07/09/14 Assault – Trinity Close	
	29/09/14 Criminal damage – Church Lane	
64/14	Parish Town News Release	
	Theft of high value trailers in mid Holderness, Burstwick fairly quiet.	
6.2	Burstwick Parish Council emails	
f/w no	<i>Emails sent to the Parish Council are forwarded to all the Parish Councillors and Ward Councillor Mr Peter Turner</i>	
63/14	East Riding Parish News	
65/14	ERYC & Hull joint access forum	
66/14	ERNLLCA –Holderness District Committee meeting 28/10/14	
67/14	East Yorkshire Local Councils – invitation to join	
68/14	ERYC – Broadband East Riding Project	
69/14	ERYC – Crime and Community Safety survey	
70/14	ERNLLCA – October newsletter	
71/14	Rathlin Energy – invitation 7/8 November	
7	<u>Plans</u>	
7.1	Applications	
	Ref no: 14/02819/PLF	
	Erection of bay window extension to front	
	Larder House, Station Road, Burstwick	
	Full planning permission	
	Outcome: no objections, agreed prior to the meeting by the planning sub-committee. Response emailed to ERYC 13/10/14	
	Ref no: 14/02815/PLF	
	Change of use	
	Riley Engineering, Ellifoot Lane, Burstwick	
	Full planning permission	
	Outcome: no objections, agreed prior to the meeting by the planning sub-committee. Response emailed to ERYC 13/10/14	
7.2	Planning Decisions	
	Ref no: 14/02348/PLF	
	Construction of two dormer windows to sides (retrospective application)	
	Thorborn, Station Road, Burstwick	
	Outcome: planning permission granted	
7.3	Appeal Decisions -none	
8	<u>Agenda Items</u>	
110	To consider and resolve items to be included in the precept	
	As the precept is set in November consideration as to the items that might be included was open for discussion at the October meeting. Consideration was given to the funding of another rooted Christmas tree and lights to be placed in the new amenity area, funds should also be considered to go towards a community defibrillator.	

123	<p>To consider cemetery issues Mrs Armstrong presented the revised draft rules for the cemetery, which the PC discussed. Once a few adjustments and confirmations have been made the rules are nearing completion. Mrs Wilson thanked Mrs Armstrong for the work she done producing the cemetery rules.</p>	
125	<p>To consider village hall issues The matters arising from the VH committee meeting held on the 22nd of October were discussed. The PC subcommittee reported that further waste bins are to be investigated to promote recycling. As a result of determined effort the energy costs for the hall should be halved. The VH roof is in poor repair, with the prospect of it all requiring to be replaced in the near future, funding for such a large cost requires advice and research. This then led to a discussion of further development of the hall whilst the roof was replaced, the cost and availability of a local architect was to be investigated.</p>	Clerk
127	<p>To discuss to community review The PC had a brief discussion on the benefits of the meeting on the 17th October with Peter Hirshfeld from HWRCC, which had given them direction as to how the community review might be presented to the residents. The 12th June 2015 was the date suggested for the review, which is to be confirmed with HWRCC.</p>	Clerk
129	<p>To consider application for a community defibrillator Mr James had investigated the possibilities of the village having a community defibrillator and informed the PC of his findings, which included registering an interest for funding from the ‘Smile Foundation’. Electric power supply and a location to site a defibrillator were discussed. An email has been sent from a company offering a defibrillator for the cost of £950 + vat which appeared to be a competitive price. An email from the Holderness Community Partnership suggested that an application to the Local Grant Fund could provide the funds for a defibrillator. Mr James offered to continue pursuing the options available.</p>	
130	<p>To consider a review of the emergency plan It has been suggested that a review of the emergency plan should be considered and planned for the near future, after a brief discussion this was agreed. Mrs Armstrong, Mr James and Mrs Wilson agreed to form a working group that in January 2015 will look to update the present plan.</p> <p>As issues of a sensitive nature, including the annual review of the PC employees’ salaries need to be discussed it is suggested that exclusion of the public and press at the end of the meeting is necessary, owing to the confidential nature of the business to be discussed, proposed by Mrs Wilson, seconded by Mrs Armstrong, all agreed.</p>	

<p>9</p>	<p><u>Approve Accounts for Payment</u> A schedule of accounts for October requiring approval for payment where presented to the Councillors, proposed by Mrs Armstrong, seconded by Mrs Wilson, all agreed. The half yearly audit has been completed by Alan Johnson Accounting Services and he reported that he remains satisfied that the accounts and records of the Council continue to be well maintained by the Clerk. Balance sheets for the half year, and an account of the income and expenditure, up to the end of September was presented to the PC.</p>	
<p>10</p>	<p><u>Any Other Business</u> Mrs Wilson mentioned the dog fouling on the amenity grassland off Meadow Drive, as Mr James has been putting notices up regarding the fouling he offered to check if a notice could be placed in that location. Mr Rainforth said about a fridge freezer left outside for a length of time in Pinfold Lane which needed to be moved, and also that cars still parked on the verge, and suggested that posts set into the verge might be the answer to stop the problem. Mr Rainforth also mentioned that he and Mr James had attended the Code of Conduct meeting which was very informative.</p>	
<p>11</p>	<p><u>Date of Next Meeting Thursday 27 November 2014</u> <u>Meeting Closed at 9.40pm</u> At a closed meeting, after the public and Clerk had left, the PC discussed the annual review of the Parish Gardener and Clerk's wages. It was resolved to increase the Gardener's wage to £8.00 per hour, proposed by Mrs Armstrong, seconded by Mrs Wilson, all agreed. It was resolved to increase the Clerk's wage to £9.345 per hour, SCP 19, proposed by Mr Fairbank, seconded by Mrs Wilson, all agreed.</p>	