

Burstwick Parish Council Agenda

Thursday 24 September 2015

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. Minutes of the Last Meeting**
- 5. Matters Arising**
- 6. Correspondence**
 - 6.1 Police Report
 - 6.2 Burstwick Parish Council emails
 - 6.3 Letters received
- 7. Plans**
 - 7.1 Applications to Consider: None
 - 7.2 Planning Decisions to Note:
Ref No: 15/01946/PLF
Erection of single story extension to rear
1 Elm Avenue, Burstwick
 - 7.3 Appeal Notifications to Note: None
- 8. Agenda Items**

Minute no 105: to consider Allotments inspection findings
Minute no 107: to consider the replacement of the broken flower boxes
Minute no 127: to consider outcomes from Community Review and next steps
Minute no 129: to consider Defibrillator project
Minute no 130: to finalise Community Emergency Plan
Minute no 141: to consider preparations for severe winter weather
Minute no 139: to consider Amenity land project
Minute no 137: to discuss the effect of the Transparency Code for smaller Parish Councils
- 9. Approve Accounts for Payment**
- 10. Any Other Business**
- 11. Date of Next Meeting**

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 24 SEPTEMBER 2015

Present: Mr D Rainforth – Chairman DR
Mrs M Armstrong – Vice Chairman MA
Mrs A Brown AB
Mr D James DJ
Mr M Smith MS
Mrs N Steward NS

Mrs R Blackbourn – Clerk

Public: 4 members of the public present

Abbreviations:

Burton Pidsea Wind Farm Fund - BPWFF

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

Minute	Discussion and agreement	Action by
1	Apologies for Absence	
	Mr Mallinson Mr N Fairbank	
2	Declarations of Interest	
2.1	Pecuniary None declared.	
2.2	Non Pecuniary Mrs Armstrong – Burton Pidsea Wind Farm Fund and Village Hall Mrs Brown - Allotments Mr James – Village Hall Mr Rainforth – Burton Pidsea Wind Farm Fund Mrs Steward – Chapel Close, PCC and Village Hall	
3	Public Participation	
3.1	A member of the public raised an ongoing issue regarding lorries parking in the village, especially at the bend near the school. PCSO Darren Bainton has been conducting spot checks recently, however DJ will request for this to be looked at again.	DJ
3.2	One member of the public was interested in hearing about the recent allotments inspection.	
3.3	Concerns were raised about road safety issues at the mini roundabout at Newbridge Road and Hariff Lane. Clerk will add this to the list of highways issues to be raised with Mike Peeke.	Clerk
4	Minutes of Meeting Held on 27 August 2015	
4.1	Signed as a correct record Proposed: Mr Smith Seconded: Mrs Steward	All agreed

5	Matters Arising / Clerk's Report	
5.1	<p>Clerk gave an update on progress of actions from last meeting as follows:</p> <ul style="list-style-type: none"> • 2 lawnmowers entered into Welwick vintage sale on Saturday 10 October • Asset register - work is ongoing and should be finalised by next meeting • ERCVYS reaccréditation applied for – just waiting for certificate • Mike Peeke ERYC Highways was emailed regarding hedge / highways issues - clerk is planning to arrange a site visit to look at issues raised • ERNLLCA Good Councillors Course – emailed to notify interest for 2 councillors • DVLA registration for sit on mower - work is ongoing 	
6	Correspondence	
6.1	<p>Police Report 1 crime and 1 incident of anti-social behaviour reported in August</p>	
6.2	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 41/15 ERYC Parish Newsletter for September 42/15 Transparency Code Funding 43/15 Village Hall Events – touring plays 45/15 Humberside Police Town/Parish News release for August 46/15 Joint Local Access meeting notice (16 September) 47/15 ERVAS E-Bulletin 10/09/15 48/15 BP Community Forum meeting notice (25 November) 49/15 ERYC Standards Committee Agenda (22 September) 50/15 ERVAS E-Bulletin 17/09/15 51/15 ERVAS Funding Fair 1/10/15</p>	
6.3	<p>Letters received Ottringham Parish Council Harvest Festival Celebration – Sunday 4 October Dong Energy – Hornsea Offshore Windfarm – Project 2 – change in ownership of applicant ERYC Parish News September</p>	
7	Plans	
7.1	<p>Applications to consider None</p>	
7.2	<p>Planning Decisions to note Ref No: 15/01946/PLF Erection of single story extension to rear 1 Elm Avenue, Burstwick</p>	
7.3	<p>Appeal Decisions to note None</p>	
8	Agenda Items	
105	<p>To consider Allotments inspection findings An inspection of the allotments took place on Saturday 29 August by members of the allotment committee. It revealed that a number of plots have not been cultivated this year. There was also a discussion about fires on the allotments and some suggestions were put forward for alternatives. It was agreed to review the allotment agreement later this year in relation to fires and that there is an opportunity to set up an allotments association.</p> <p>To undertake the agreed action recommended in the inspection report. Proposed: Mrs Armstrong Seconded: Mrs Brown All Agreed</p>	Clerk

107	<p>To consider the replacement of the broken flower boxes Following discussion it was agreed to get quotes for brick built flower boxes at the village entrances at Station Road and Hariff Lane for this year, and to consider remaining locations for 2016/17.</p>	Clerk
127	<p>To consider outcomes from Community Review and next steps DR thanked Trish Hopper and Dean James for all their help, the event went really well. One of the main themes was around communication. The parish council are awaiting the report from Peter Hirschfeld at HWRCC, the results will be discussed in detail at the next meeting.</p> <p>DR also confirmed that there is funding left to cover the costs of a feedback event as part of the village Christmas celebrations on Sunday 29 November. DJ to contact Peter Hirschfeld regarding feedback event. Clerk to check this is acceptable with Tracy Netherton.</p>	DJ Clerk
129	<p>To consider Defibrillator project DJ reported that permission is now in place from both locations – village hall and Hare and Hounds pub. Both defibrillators will be installed at the same time in the next couple of months. Clerk to submit up-to-date quotes for snow clearance to Vicky Neilan at ERYC as part of the grant conditions for the severe weather element.</p>	Clerk
130	<p>To finalise Community Emergency Plan MA gave an update on progress with the plan, it is near completion. Section 3 needs some changes, it was agreed to rename the table as ‘general helpers’ and incident team to ‘command incident team’. To be signed off at the next meeting.</p>	DJ / MA
141	<p>To consider preparations for severe winter weather The parish council have a severe weather plan which is up-to-date. Following discussion the following streets were identified as those needed to be ploughed / cleared during adverse severe weather (i.e. when ERYC can’t reach the village):</p> <ul style="list-style-type: none"> • Station Road • Hariff Lane • Newbridge Road (to end of houses) • Back Lane • Burnham Avenue • Woolam Hill • Main Street (to Appleby Lane) • Churchill Avenue/Rise • Pinfold Lane • Elm Tree Farm Road <p>Clerk to get snow clearance quotes for the above streets and a quote for a gritter for the sit-on mower.</p>	Clerk
139	<p>To consider Amenity land project No update available, meeting with Leanne Wright cancelled at short notice, clerk to re-arrange and report at next meeting.</p>	Clerk
137	<p>To discuss the effect of the Transparency Code for smaller Parish Councils Following discussion, as the parish council website was established before 1st April 2015, the parish council are unable to access retrospective funding to support the set-up costs of our website.</p>	
	<p>To consider the exclusion of the public and press owing to the confidential nature of the business to be discussed. To hold this discussion at the end of the meeting. Proposed: Mrs Steward Seconded: Mrs Armstrong</p>	

	All agreed.	
9	Approve Accounts for Payment Proposed: Mrs Steward Seconded: Mrs Armstrong Clerk reported that the annual return is ready to be displayed on the notice board.	Clerk
10	Any Other Business	
10.1	Parish Council vacancy - the clerk contacted Electoral Services in ERYC who advised that the parish council may co-opt to fill this vacancy. Clerk to post notice on notice board and website.	Clerk
10.2	Additional notice board for village – it was agreed to add this to the October agenda.	
10.3	Community payback work request – clerk made council aware of this request and community payback generally. If there are jobs that need extra pairs of hands to help then this scheme should be considered. Those taking part are fully supervised.	
10.4	DJ reported that the I.D badges are being finalised following some changes of layout and size of text. They should be available at the next meeting.	
10.5	The vehicle activated speed sign is being obstructed by a bush and is not working effectively as its line of sight is impaired. Clerk to report this to ERYC highways to get the bush cut back.	Clerk
10.6	DJ reported that the automatic traffic count (ATC) will be installed on 28 September and will be active until 6 October.	
10.7	NS reported that the hedge at the bus shelter on Station Road needs cutting. Clerk to contact ERYC to do this.	Clerk
10.8	AB suggested that hot drinks be available at parish council meetings, clerk to organise.	Clerk
10.9	MA has observed that the Integra lorries are now going straight through the village.	
10.10	MA asked if there is an appetite for a village show next year involving groups in the village. To be discussed at the next village hall committee meeting.	MA
10.11	DR asked about progress in getting a dual parish and village hall post box installed at the village hall. DJ has been getting quotes and will email village hall committee for their views.	DJ
11	Date of next meeting Thursday 29 October, 7.30pm	
	Meeting closed at 9.10pm	