

Burstwick Parish Council

Thursday 26th November 2015

AGENDA

1. Apologies
2. Declaration of interests
3. Public Participation
4. Minutes of meeting held on 29th October
5. Matters Arising
6. Correspondence
 - Police Report
 - Emails
 - Letters
7. Planning
 - Applications to consider:
15/03232/PLF Change of use
SVS Limited, Ellifoot Lane, Burstwick

15/03449/PLF Erection of two storey extension to rear
Wassail Cottage, Main Street, Burstwick
 - Planning Decisions to note:
15/02385/PLF Erection of building for retail sale of pond and aquarium livestock
Springfield Water Gardens, Hedon Road, Burstwick
 - Appeal decisions to note:
None
8. Agenda Items
 - To consider the precept for 2016/17
 - To review cemetery fees
 - To receive an update on allotment issues
 - To consider grant request from All Saints Parochial Church Council
 - To consider local transport issues
 - To consider damage to playarea
 - To consider CCTV proposal for playarea and agree grant application
 - To agree on further commuted sums application for war memorial gardens
 - To consider applications for councillor vacancy
 - To confirm appointment of new clerk
 - To agree training and development for clerk
9. Approve accounts for payment
10. Any other business
11. Date of next meeting

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 26th NOVEMBER 2015

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

Mrs R Blackbourn – Clerk

Public: 6 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	
	No apologies given.	
2	Declarations of Interest	
2.1	Pecuniary None declared.	
2.2	Non Pecuniary Mrs Armstrong – Burton Pidsea Wind Farm Fund, Village Hall and Corner House Mrs Brown – Allotments Mr Fairbank – Village Hall Mr James – Village Hall Mr Mallinson – Chapel Close Mr Rainforth – Burton Pidsea Wind Farm Fund Mrs Steward – Chapel Close, PCC and Village Hall	
3	Public Participation	
3.1	New residents to the village attended the meeting.	
3.2	Report of lorries from Integra reversing onto the main road.	
3.3	There have been a couple of near misses at the school crossing. There is a vacancy for a 'lollipop lady' which is being advertised at the moment, it's not clear if there have been any applicants. Clerk to contact school to ask if the parish council can help.	Clerk
4	Minutes of Meeting Held on 29 October 2015	
4.1	The minutes were signed as a correct record. Proposed: MS Seconded: AB All agreed.	

5	Matters Arising / Clerk's Report	
5.1	<p>Update on decisions taken at last meeting, that are not already on the agenda for discussion:</p> <p>The boundary wall between The Nags Head pub and the allotments has been made safe.</p> <p>Clerk has now received a quote for snow clearance as part of the Local Grant Fund conditions, this had been forwarded to ERYC.</p> <p>Clerk reported that ERYC are running a scheme where parish councils can access a free projector to enable them to view planning applications electronically. This is in preparation for the end of paper plans, which comes into force June 2016. Clerk to collect projector from County Hall in December. The projector will be added to the parish council's asset register.</p> <p>There are some tasks outstanding from the October meeting including finalising the Community Emergency Plan and uploading the Transparency code documents to the website. These will be completed during December.</p>	
6	Correspondence	
6.1	<p>Police Report</p> <p>2/10 non dwelling burglary – Main Street 19/10 Non dwelling burglary – Beech Close 12/10 Arson – Church Lane 27/10 Assault – Strathmore Avenue</p>	
6.2	<p>Burstwick Parish Council emails</p> <p><i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>62/15 Invite to HWRCC AGM on 18th November 63/15 ERNLLCA October newsletter 64/15 Hedon Town Council invite to public transport working group 65/15 Monthly Crime data 66/16 Parish / Town news release 67/15 ERYC Rural Strategy Consultation Invite (AB attending session in Hedon on 3/12) 68/15 National Flood Forum October newsletter 69/15 ERYC Budget Priorities Consultation 70/15 ERYC Parish Newsletter 71/15 Notes from public transport working group 72/15 ERA of RCB newsletter 73/15 ERYC Public Spaces Protection Orders Consultation</p>	
6.3	<p>Letters received</p> <p>Various information from HWRCC ERYC Maintenance of parish owned salt bins ERYC Precept letter for 2016/17 Letter from tenants of allotment plot 5 giving their notice</p>	
7	Plans	
7.1	<p>Applications to consider</p> <p>15/03232/PLF Change of use SVS Limited, Ellifoot Lane, Burstwick</p> <p>Outcome: No objections. Proposed: SM Seconded: MA All agreed.</p>	

	<p>15/03449/PLF Erection of two storey extension to rear Wassail Cottage, Main Street, Burstwick</p> <p>The following councillors declared an interest in this: MA, NS and SM.</p> <p>Outcome: No objections, however the boundary needs to be made good following completion of building works and concerns were raised about the height of the fence and it was suggested that it should be 6ft high rather than 5ft as quoted in the plans. Proposed: DJ Seconded: NF</p>	
7.2	<p>Planning Decisions to note 15/02385/PLF Erection of building for retail sale of pond and aquarium livestock Springfield Water Gardens, Hedon Road, Burstwick</p> <p>Planning permission granted subject to conditions.</p> <p>15/02942/PLF Erection of vehicle preparation building (via email 25/11/15) Martin Williams, Ellifoot Lane, Burstwick</p> <p>Planning permission granted subject to conditions.</p>	
7.3	<p>Appeal Decisions to note 15/00300/PLF Erection on first floor extension (via email 25/11/15) 28 Churchill Rise, Burstwick</p> <p>The appeal is allowed and planning permission granted subject to conditions.</p>	
8	Agenda Items	
110	<p>To consider the precept for 2016/17 The parish council were guided through the following papers:</p> <ul style="list-style-type: none"> • The commitments log up to end of March 2016 • To review estimated expenditure for 2016/17 • To review estimated income for 2016/17 <p>To agree on a precept of £19,000 – a 2.7% increase which represents £31.95 (the charge for the year) on a Band D council tax bill. Clerk to inform ERYC.</p> <p>Proposed: MA Seconded: NS All agreed.</p>	Clerk
109	<p>To review the cemetery fees Fees were last increased by £10 in November 2013 and took effect in April 2014. They were reviewed last year but remained at same level.</p> <p>To propose a £10 across the board increase excluding child burial, to take effect from April 2016.</p> <p>Proposed: MS Seconded: SM All agreed.</p>	Clerk
105	<p>To receive an update on allotment issues Clerk confirmed four letters have been sent. Warning letters to the tenants of plots 5 and 7. The tenants of plot 5 have subsequently given their notice with immediate effect.</p> <p>Letters issuing a notice to quit have been sent to the tenants of plots 9 and 48. These plots will be available to re-let from 11/02/2016.</p>	

	A further inspection needs to be arranged by the allotments committee for December.	Allotment committee
144	<p>To consider grant request from All Saints Parochial Church Following discussion it was agreed to defer the grant request, for two main reasons:</p> <ul style="list-style-type: none"> • There were not enough quotes for the parish council to make an informed and fair decision, two further quotes are needed • There are other sources of funding locally that could be accessed <p>Clerk to write to the PCC to inform them of the decision and to suggest other sources of grant funding to access first.</p> <p>MS volunteered to source two further quotes for the work.</p>	Clerk MS
145	<p>To consider local transport issues – Public Transport Working Group AB reported that she has attended two meetings on behalf of the parish council. The group are looking at the transport needs of the area, however nothing can be put in place until the needs have been assessed. This is the next step for Burstwick.</p> <p>A short questionnaire will be distributed to every household in the village in January 2016. A template is available to amend and ERYC will cover printing costs. It will be arranged for residents to drop-off their completed survey at the village shop or the pub. Clerk confirmed that Parish Council phone number can go on the questionnaire if people want more info or help filling it out.</p>	AB
131	<p>To consider damage to play area Clerk emailed LeaAnne Wright from ERYC for an update on the commuted sums applications a few days before the meeting but got no response. The inspection is due in January and there are concerns that due to the damage, it will fail the inspection and will have to be closed. Clerk to contact Cllr Turner to resolve delays in accessing this funding.</p> <p>Action is needed to sort out the damage to at least make it safe in the short term. Clerk to seek quotes to repair damage / make safe and inform the school and Playing Field Association.</p>	Clerk Clerk
131	<p>To consider CCTV proposal for play area and agree grant application Considering the damage that has already taken place at the playarea, the school contacted the Clerk about a proposal to install CCTV at the school. Three cameras would focus on the outdoor areas of the school and one could be directed at the play area.</p> <p>As part of the discussion it was suggested if the cameras would operate in the dark via infrared and if not could a motion sensor light be installed? Clerk will investigate.</p> <p>In terms of privacy the only organisations that could view the images would be the school and the parish council.</p> <p>It is proposed to make a grant application to the Police and Crime Commissioners reducing crime fund for the total cost of project, this will be a joint application with Burstwick Primary School.</p> <p>Proposed: NS Seconded: DJ All agreed.</p>	Clerk
121	<p>To agree on a further commuted sums application for war memorial gardens This community project would look to expand the garden and landscaping area around the memorial and if possible to move the War Memorial away from the road side.</p>	

	<p>This will be a new commuted sums application for the landscaping aspects of the work and to other grant giving bodies for the restoration of the War Memorial.</p> <p>Proposed: AB Seconded: MA All agreed.</p>	Clerk
146	<p>To consider applications for the councillor vacancy The parish council has had a vacancy left over from the elections earlier in the year. This vacancy had been advertised on the noticeboard and website since September. The position is being filled by co-option.</p> <p>The clerk has received one applicant - Mr John Stamford. He has lived in the village for 5 years, he has a son at the primary school and while he is studying for a PhD wanted to use his free time to benefit the community.</p> <p>Mr Stamford was coopted on to the parish council by a unanimous show of hands.</p> <p>Clerk to return signed paperwork to ERYC.</p>	Clerk
147	<p>To confirm appointment of new clerk Dave Rainsforth confirmed that:</p> <ul style="list-style-type: none"> • Rose Blackburn appointed as new clerk • Took up position on 9th September 2015 subject to 6 month probation period • Part time 12 hours per week / 52 per month • Salary of £9.02p per hour which is equivalent to NJC SCP 17 	
148	<p>To consider training and development needs of councillors and clerk Clerk seeks councils agreement to enrol on the Introduction to Local Council Administration course at a cost of £149 plus VAT, this was a condition of employment.</p> <p>Proposed: NS Seconded: SM All agreed.</p>	Clerk
	<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: MA Seconded: AB All agreed.</p>	
9	<p>Approve Accounts for Payment To inform the council that the 6 month internal audit is complete and summarised as follows:</p> <p><i>'Based on the work carried out I remain satisfied that the accounts and records of the council continue to be well maintained. There are no significant matters arising from audit and there are no other areas of concern'. Alan Johnson AJACS</i></p> <p>To agree the schedule of payments for November. Proposed: NS Seconded: MA</p>	
10	<p>Any Other Business</p>	
10.1	<p>The parish council would like to offer their condolences to the families of Daniel Maston from Burstwick and Bradley Parker from Burton Pidsea, who tragically lost their lives in a road accident on Newfield Lane, near Lelley.</p>	

	Clerk to write to ERYC expressing concerns over the safety of the road.	Clerk
10.2	<p>MA reported that lorries from Intrgra are turning onto Station Road, but are mounting the pavement and driving over a manhole cover, to get round the corner. There are concerns about health and safety and the apparent lack of a designated transport route for lorries accessing their site.</p> <p>Clerk to write to Integra to feedback concerns from the village.</p>	Clerk
10.3	SM reported that there are no street lights on Chapel Close.	
10.4	NS raised an issue with wet grass being left on the church path, this is slip hazard.	
10.5	<p>DJ reported back from the BP Community Forum. They are celebrating 50 years at Salt End and they are also a major corporate partner for Hull City of Culture 2017. Key points to note:</p> <ul style="list-style-type: none"> • They have set up a community fund to provide money for festivals • Currently consulting on redundancies at the research and development site • They will be releasing documents that set out action points for communities in the event of a toxic alarm, Burstwick is outside this boundary. 	
10.6	<p>DJ gave an update on the Automatic Traffic Counts (ATC) and general road safety. The police have agreed to enforce speed limits on Main Street and Station Road over the next 12 months.</p> <p>Station Road and Main Street have both had ATC's within the last 5 years and there are concerns about the location for an ATC on Hariff Lane. It appears that there won't be any further ATC's taking place in the short to medium term. No further engineering work can be done to reduce speeding in the village.</p>	
10.7	DJ reminded everyone about the Christmas Event taking place in the church and village hall from 4pm on Sunday 29 th November.	
11	<p>Date of next meeting Thursday 28th January 2016</p>	
	Meeting closed at 9.20pm	