

# **Burstwick Parish Council Agenda**

**Thursday 28 January 2016**

**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:
  - 15/03902/PLF Erection of single story extension and detached garage  
1 Sharp Avenue, Burstwick
  
  - 15/03449/PLF Erection of two storey extension to rear  
Wassail Cottage, Main Street, Burstwick
- 7.2 Planning Decisions to Note:
  - 15/03232/PLF Change of use  
SVS Ltd, Four Winds Industrial Estate, Ellifoot Lane, Burstwick
- 7.3 Appeal Notifications to Note:
  - 15/00073/Refuse Erection of two storey extension to side and bay window to front  
18 Elm Tree Farm – appeal lodged with The Planning Inspectorate

**8. Agenda Items**

- 121: To commission commuted sums projects
- 131: To consider play area annual inspection report and extra repairs needed
- 105: To consider Allotment inspection report
- 152: To receive quarterly accounts update
- 129: To agree funding to purchase second defibrillator
- 103: To consider issue of dead trees in Church Lane
- 149: To consider signage needed for Church Lane / Cemetery
- 150: To consider a village awareness raising campaign re: dog fouling
- 123: To agree purchase of new lawnmower
- 125: To agree change of auditor for village hall accounts
- 151: To agree change of signatories on reserve account

**9. Approve Accounts for Payment**

**10. Any Other Business**

**11. Date of Next Meeting**

Issued by Parish Clerk:  
On: 22.1.2016

*R Starkbraun*

## BURSTWICK PARISH COUNCIL

### MEETING HELD IN THE SCHOOL ON THURSDAY 28 JANUARY 2016

Present: D. Rainforth – Chairman DR  
 M. Armstrong – Vice Chairman MA  
 A. Brown AB  
 N. Fairbank NF  
 D. James DJ  
 S. Mallinson SM  
 M. Smith MS  
 J. Stamford JS

R Blackburn – Clerk

Public: 5 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
<b>1</b>	<b>Apologies for Absence:</b> DR welcomed new councillor John Stamford.  Apologies were received from Cllr. N. Steward.	
<b>2</b>	<b>Declarations of Interest</b>	
<b>2.1</b>	<b>Pecuniary</b> None declared.	
<b>2.2</b>	<b>Non Pecuniary</b> Cllr. Armstrong – Burton Pidsea Wind Farm Fund and Village Hall Cllr. Brown – Allotments Cllr. Fairbank – Village Hall Cllr. James – Village Hall and Playing Field Cllr. Rainforth – Burton Pidsea Wind Farm Fund Cllr. Steward – Chapel Close, PCC and Village Hall	
<b>3</b>	<b>Public Participation</b>	
3.1	There was a general questions about dog mess and the provision of bins. Resident was enquiring about the progress of obtaining a bin for the end of Newbridge Road. Clerk to investigate.	Clerk
3.2	There was a request for an update on the allotments, this was dealt with later as an agenda item.	
3.3	Ongoing concerns were raised about lorries coming into and out of Integra, parking along Main Street, blocking footpaths and parking on the brow of the hill. The discussion also included car and van drivers who park up on the footpaths in the village. DJ to speak to PCSO Bainton to set up regular patrols. Clerk to write to Integra and speak to the school.	DJ Clerk

3.4	Another accident was reported, involving two cars on the road out of the village. Resident went to help and one of the cars accidentally reversed into the resident.	
3.5	Enquiry about two buildings in the village regarding their planning status – cottage on the corner of Newbridge Road and The Nags Head. The Parish Council has no new updates on these buildings.	
<b>4</b>	<b>Minutes of Meeting Held on 26 November 2015</b>	
4.1	The minutes were signed as a correct record. Proposed: AB Seconded: SM Outcome: All agreed.	
<b>5</b>	<b>Matters Arising / Clerk's Report</b>	
5.1	Update on decisions taken at the last meeting, that are not already on the agenda for discussion:  Joint grant application with Burstwick Primary school for CCTV (to cover the school site and play area) submitted to the Police and Crime Commissioners office at the start of January.  Transparency Code documents are on the parish council website – the parish council now complies with the Transparency Code for Smaller Authorities. Documents will be updated each year after the end of the financial year.  An edited version of the Community Emergency Plan has been circulated to nearly all the people listed in the document. Clerk will allow 2 weeks for any amendments needed, the document to be adopted at the February parish council meeting. Once adopted, a full version will be sent to the parish councillors, ward councillor and ERYC emergency planning team only.  A letter has been written to ERYC road safety team following the tragic road accident on Newfield Lane. Awaiting a response from ERYC.  The parish council and village hall insurance policies were renewed to run from 1 January 2016 to 31 December 2016.  The insurance claim for the fire damage at the cemetery shed has been concluded satisfactorily following meeting with loss adjuster on 23 December 2015.	
<b>6</b>	<b>Correspondence: December and January</b>	
6.1	<b>Police Report</b> 3.11.15 theft of motor vehicle, Ellifoot Lane 23.11.15 assault, Poplar Close No crime reported in December for the village.	
6.2	<b>Burstwick Parish Council emails</b> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 74/80/94/15 ERNLLCA newsletter – November, December and January 76/86/15 East Riding Parish News – December and January 77/15 Community Policing in Your area – Insp. Coulthard, Humberside Police 78/85/15 Parish and Town Council newsletter, November and December – Humberside Police 79/15 Prescription survey from East Riding of Yorkshire Clinical Commissioning Group 81/15 Play area annual inspection report 82/15 East Riding of Yorkshire Flood Risk Management Strategy – adoption 83/15 Rural Community Building Information bulletin – December 87/15 East Riding Association of Rural Community Buildings AGM	

	<p>88/15 Review of Burstwick / Hedon flood defence response from Environment Agency</p> <p>89/15 Flood Liaison Group next meeting</p> <p>90/15 East Riding Local Plan – Allocations Document Additional Modification</p> <p>91/15 ERNLLCA re Buckingham Palace Garden Parties</p> <p>92/15 East Riding Association of Rural Community Buildings AGM papers</p> <p>93/15 ERNLLCA advanced chairmanship course</p>	
6.3	<p><b>Letters received</b></p> <p>Jane Crossley from ERYC regarding Local Grant Fund – approve change of use to contribute towards second defibrillator</p> <p>Mrs Angela Coultas from ERYC to confirm 2016/17 council tax base</p> <p>Mike Featherby from ERYC re ‘making time for winter booklet’</p> <p>Cllr. Turner re making nominations for Chairman’s Award 2016</p> <p>HWRCC invite to East Riding Association of Rural Community Buildings AGM</p>	
<b>7</b>	<b>Plans</b>	
7.1	<p><b>Applications to consider</b></p> <p>15/03902/PLF Erection of single story extension and detached garage 1 Sharp Avenue, Burstwick</p> <p>Proposed: MA Seconded: AB Outcome: All agreed, no objections.</p> <p>15/03449/PLF Erection of two storey extension to rear Wassail Cottage, Main Street, Burstwick – amendment extension to have pitched roof</p> <p>Proposed: SM Seconded: AB Outcome: No objections, though previous comments relating to boundary wall with allotments still valid.</p>	
7.2	<p><b>Planning Decisions to note</b></p> <p>15/03232/PLF Change of use SVS Ltd, Four Winds Industrial Estate, Ellifoot Lane, Burstwick Permission granted subject to conditions.</p>	
7.3	<p><b>Appeal Decisions to note</b></p> <p>15/00073/Refuse Erection of two storey extension to side and bay window to front 18 Elm Tree Farm – appeal lodged with The Planning Inspectorate.</p>	
<b>8</b>	<b>Agenda Items</b>	
121	<p><b>To commission the Commuted Sums projects</b></p> <p>The parish council to agree to the following projects being commissioned as per the agreed quotes:</p> <p>Repairs to play area valued at £17,000 with Playdale Playgrounds Ltd</p> <p>Village Hall heating system valued at £13, 895 with J Hart</p> <p>Proposed: DJ Seconded: JS Outcome: All agreed, clerk to commission projects</p> <p>Clerk reported that the festive field landscaping project would be commissioned shortly as soon as an issue with quotes for benches have been resolved.</p>	Clerk
131	<p><b>To consider play area annual inspection report and extra repairs needed</b></p> <p>The inspection took place on 10 December 2015 and overall the play area was given a rating of ‘moderate’ risk. There are a number of repairs needed that are not covered by the Playdale quote. Council suggested using parish gardener for some tasks and getting quotes ready for other items. Work to start once Playdale have completed their repairs.</p>	Clerk DJ

	<p>Proposed: MA          Seconded: SM          Outcome: All agreed.</p>	
105	<p><b>To consider allotment inspection report</b>          Allotment inspection took place on Saturday 6<sup>th</sup> December 2015. AB reported that the allotment committee were impressed with how well the vast majority of tenants are taking care of their plots. Clerk to carry out actions as recommended in the report.</p> <p>Proposed: DJ          Seconded: MA          Outcome: All agreed.</p>	Clerk
152	<p><b>To receive quarterly accounts update</b>          Clerk provided the parish council with an update on accounts to the end of 31 December 2015.</p> <p>Quarter to 31 December 2015          Receipts of £1761.86          Payments of £10,916.35</p> <p>Year to date          Receipts of £21,436.56          Payments of £20,278.97</p>	
129	<p><b>To agree funding to purchase second defibrillator for the village</b>          The clerk reported that the Local Grant Fund panel has agreed to a change of use for the £694.98 underspend from the severe weather grant awarded the parish council in 2011/12. This money was ring fenced for severe winter weather, but due to the series of mild winters hasn't been used but can now be used for the second defib.</p> <p>Yorkshire Ambulance Service recommends that defibs should be within 500meters of a person suffering a cardiac arrest to be effective. The proposed location for the second defib is either The Hare &amp; Hounds pub or the village shop.</p> <p>The parish council agree to withdraw the amount above from its reserve account to put towards half the cost of the second defibrillator and to pursue grant funding for the other half from Persimmon Community Champions.</p> <p>Proposed: NF          Seconded: JS          Outcome: All agreed.</p>	Clerk
103	<p><b>To consider the issue of dead trees in Church Lane</b>          There are concerns about ownership of approx. four trees in Church Lane / churchyard boundary. However, it was reported that three of the trees have been removed. It was agreed to monitor the situation for the time being.</p>	
149	<p><b>To consider signage needed for Church Lane and Cemetery</b>          There are concerns that Church Lane is being used by walkers to exercise their dogs and dog fouling is not being cleaned up. There have also been reports and sightings of dog(s) running free in the cemetery.</p> <p>Following discussion, it was agreed to check the cemetery regulations and bring this back to the next meeting.</p>	
150	<p><b>To consider a village awareness raising campaign re: dog fouling</b>          A resident has been in contact with the clerk over this issue, it's a problem in the following areas:</p>	

	<p>Churchill Rise Churchill Avenue Paths around Strathmore cut through near village hall</p> <p>Following discussions, it was agreed to hold a month long awareness raising campaign, in the spring in partnership with ERYC dog wardens. Clerk to circulate task list and speak to dog wardens.</p>	Clerk
123	<p><b>To agree the purchase of new lawnmower</b> To purchase Viking lawnmower as per quote from Vowles in Patrington at £482 plus VAT.</p> <p>Proposed: MA Seconded: SM Outcome: All agreed.</p>	Clerk
125	<p><b>To agree change of auditor for village hall accounts</b> A request has come from Rose Angell, treasurer for the village hall accounts to be audited by AJACS</p> <p>Proposed: AB Seconded: SM Outcome: All agreed.</p>	
151	<p><b>To agree change of signatories on reserve account</b> Clerk suggested signatories for the National Savings Account to be: D. Rainforth M. Armstrong N. Fairbank</p> <p>Proposed: AB Seconded: DJ Outcome: All agreed (the named councillors above abstained from the vote).</p>	
	<p><b>To consider the exclusion of the public and press owing to the confidential nature of the business to be discussed.</b> Proposed: AB Seconded: SM Outcome: All agreed.</p>	
9	<p><b>Approve Accounts for Payment</b> To approve accounts from December 2015 and January 2016. Proposed: MA Seconded: DJ Outcome: All agreed.</p>	
10	<p><b>Any Other Business</b></p>	
10.1	<p>Clerk asked about progress on installing a parish council post box at Village hall. DJ has the quotes and will bring this up at the next meeting of the village hall committee on 3 February.</p>	
10.2	<p>Clerk informed the council that there is work to be needed to bring the Standing Orders up-to-date. Clerk to work on this and bring document to be adopted at future council meeting.</p>	Clerk
10.3	<p>Clerk informed parish council that road works will be starting on 29 February for one week, with 24hour traffic lights at Ellifoot Lane / New Laid Lane. This is to improve the safety of the bend.</p>	

10.4	NF informed the parish council that at the alleyway between Churchill Rise and Elm Tree Farm Road, the fence is about to fall into the alley. Clerk to check with ERYC regarding responsibility.	Clerk
10.5	NF reported that the drains are collapsing along Winston Close and would advise residents who live on a new estate to check their drains.	
10.6	NF has concerns about the extension at Churchill Rise. Clerk to email decision letter for information.	Clerk
10.7	MA reported that several residents have complained over cars being left parked / stored for a long time in Trinity Close. There are several vehicles belonging to one address. If the vehicles are taxed and insured then there is not much that can be done about this.	
10.8	MA talked about the long term storage of the flood pumps, they are currently stored in farm buildings but get in the way. The flood wardens have suggested purchasing a container to store them in. This to be discussed at a future parish council meeting.	
10.9	MA suggested that when the weather is better, that a training / familiarisation event be held for the parish council as part of reviewing the Community Emergency Plan.	
10.10	MA informed the parish council that the Christmas tree now has a star.	
10.11	MA also suggested that key parish council policy and procedure documents should be available for all parish councillors electronically. Suggestions included the Cloud and Dropbox.	
10.12	DR is interested in attending the advanced chairmanship course that ERNLLCA are running.	
10.13	D. Rainforth and M. Armstong were put forward as nominees to attend a garden party at Buckingham Place on 19 May 2016. They will be added to the draw that ERNLLCA are overseeing.	
11	<b>Date of next meeting: Thursday 25 February 2016</b>	
	<b>Meeting closed at 9.35pm</b>	