

# BURSTWICK PARISH COUNCIL

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Parish Clerk: Mrs R Blackburn  
Tel No: 01964 670549  
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## **Parish Council meeting**

Thursday 25<sup>th</sup> February 2016

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

## **AGENDA**

### **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
- 7.2 Planning Decisions to Note
- 7.3 Appeal Notifications to Note

### **8. Agenda Items**

- 122: To adopt reviewed Standing Orders
- 130: To adopt reviewed Community Emergency Plan
- 123: To discuss cemetery issues
- 127: To discuss community review action plan
- 153: To agree purchase of parish council post box
- 154: To agree costs for annual sit on lawnmower service
- 148: To agree costs for chairman's training course
- 155: To discuss and agree Code of Conduct training

### **9. Approve Accounts for Payment**

### **10. Any Other Business**

### **11. Date of Next Meeting**

Issued by Parish Clerk:  
On: 19.2.2016

*R Blackburn*

## BURSTWICK PARISH COUNCIL

### MEETING HELD IN THE SCHOOL ON THURSDAY 25<sup>th</sup> February 2016

Present:

Cllr. M Armstrong – Vice Chairman MA  
Cllr. A Brown AB  
Cllr. N Fairbank NF  
Cllr. D James DJ  
Cllr. M Smith MS

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
<b>1</b>	<b>Apologies for Absence</b>	
	Cllr. D Rainforth Cllr. Mallinson Cllr. J Stamford	
<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 Cllr. Smith – Newbridge Road/Hariff Lane roundabout	
<b>3</b>	<b>Public Participation</b>	
3.1	Resident has recently taken over an allotment and wanted to check if the request for a fence and shed is agreeable with the parish council. The parish council confirmed it was.	
3.2	There was a question about the recent transport survey. AB confirmed that the completed questionnaires have been submitted to East Riding Council for analysis. Residents said there is a need for a bus stop at the other end of the village, as the Station Road bus stop is nearly 1km walk from top end of Main Street. Why can't the village hall car park be used as a bus stop? A rep from ERYC is planning to attend the March meeting to give feedback.	
3.3	Resident has reported traffic issues to ERYC, two low loaders left Integra and they couldn't pass.	

<b>4</b>	<b>Minutes of Meeting held on January 28<sup>th</sup> 2016</b>	
4.1	Signed as a correct record Proposed: DJ Seconded: AB	
<b>5</b>	<b>Matters Arising / Clerk's Report</b>	
5.1	<p>An update on decisions taken at the January meeting that are not on the agenda.</p> <p>Sit on lawnmower license plates update – the clerk filled out a HMRC Notification Of Vehicle Arrival (NOVA) form at start of year. The lawnmower has to be on NOVA before license plates will be issued by DVLA, received a letter from HMRC saying that they can't register it in my name, it has to be the supplier. Will follow this up with FG Adamson.</p> <p>Meeting is arranged with primary school on 2<sup>nd</sup> March to discuss various issues including dog fouling and car parking.</p> <p>Allotments - plot 5 now let, plots 9 and 48 have passed their notice period and are ready to re-let, clerk is progressing actions in most recent inspection report.</p> <p>Defib is now installed on the side of village hall – thanks go to Cllr. James for leading on this project.</p> <p>Clerk has applied to Persimmon Community Champions grant for match funding for the second defib.</p> <p>Commuted sums – village hall heating work to start on 7<sup>th</sup> March for approx. 2 weeks, on the play area project, the quote is being checked to ensure it fits requirements.</p> <p>A new push along lawnmower has been purchased, to replace the one lost in the cemetery shed fire and has been added to the asset register.</p> <p>Litter bin at Newbridge Road – clerk located paperwork, bin was ordered but never appeared – there was grant funding available to purchase the bin, but this has now closed. The clerk has allocated funds in the 2016/17 budget to purchase new bin for this location.</p> <p>The dog fouling awareness campaign is being organised for April, dog wardens have confirmed they will be doing patrols in the area.</p> <p>Newfield Lane, Lelley – clerk has spoken to the road safety team in ERYC and they confirmed that the bend on Newfield Lane is on their list for investigation this year. The parish council will be consulted on any proposals put forward.</p> <p>Ongoing issues with lorries – Clerk has spoken to Integra and has sent a letter to be considered at the Board meeting held on 25 February.</p>	
<b>6</b>	<b>Correspondence</b>	
6.1	<p><b>Police Report</b></p> <p>97/15 Crimes recorded in January: 2/1/16 Non-dwelling burglary, Churchill Rise 6/1/16 Assault, Strathmore Avenue 25/1/16 Non-dwelling burglary, Hariff Lane 27/1/16 Non-dwelling burglary, Daisy Hill Road</p>	
6.2	<p><b>Burstwick Parish Council emails</b></p> <p><i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>95/15 BP Community Forum next meeting 12 April 96/15 East Riding Parish News 98/15 Parish/Town Council News release, Humberside Police</p>	

	<p>99/15 Clean for the Queen – litter pick 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> March</p> <p>100/15 East Riding Association of Rural Community Buildings (ERA of RCBs next network meetings</p> <p>101/15 ERA of RCBs new email address and membership renewal</p>	
6.3	<p><b>Letters received</b></p> <p>HMRC regarding the NOVA declaration for sit-on mower</p>	
<b>7</b>	<b>Plans</b>	
7.1	<p><b>Applications to consider</b></p> <p>16/00367/PLF: Erection of single storey extension Skeckling Garth, Main Street, Burstwick</p> <p>Outcome: No objections Proposed: AB Seconded: DJ</p> <p>Amended plans DC/15/03902/PLF: Erection of single storey extension to side following demolition of conservatory and erection of detached garage 1 Sharp Avenue, Burstwick</p> <p>Outcome: No objections Proposed: NF Seconded: MS</p> <p>Clerk to post comments on ERYC public access system.</p>	Clerk
7.2	<p><b>Planning Decisions to note</b></p> <p>15/03783/PLF: Erection of extension to existing straw store New Laid Lane, Burstwick Planning permission granted subject to conditions</p> <p>15/03449/PLF Erection of two storey extension (amended plans) Wassail Cottage, Main Street, Burstwick Planning permission granted subject to conditions</p>	
7.3	<p><b>Appeal Decisions to note</b></p> <p>None this month.</p>	
<b>8</b>	<b>Agenda Items</b>	
122	<p><b>To adopt reviewed Standing Orders</b></p> <p>Following discussion, the options in the following sections; code of conduct, handling staff matters, requests for information and execution and sealing of legal deeds were agreed.</p> <p>To adopt Burstwick Parish Council’s Standing Orders.</p> <p>Proposed: AB Seconded: DJ Outcome: All agreed</p>	Clerk
130	<p><b>To adopt reviewed Community Emergency Plan</b></p> <p>A number of changes and additions have been made to the document.</p> <p>To adopt the reviewed Community Emergency Plan.</p> <p>Proposed: NF Seconded: DJ</p>	

	<p>Outcome: All agreed</p> <p>Clerk to arrange for copies of full version to be sent to ERYC, Cllr Turner and for the emergency box in the village hall. Parish Councillors have already received an electronic full version.</p> <p>A mini-training exercise for the parish councillors is to be arranged for May.</p>	<p>Clerk</p> <p>MA</p>
123	<p><b>To discuss cemetery issues</b></p> <p>There are a number of issues in the cemetery at the moment including:</p> <ul style="list-style-type: none"> <li>• Dogs being exercised off the lead</li> <li>• Dog fouling</li> <li>• Graves being maintained as gardens</li> <li>• New signs needed</li> </ul> <p>Clerk confirmed that the Cemetery regulations clearly states that graves will be maintained as lawn for ease of maintenance. Clerk to ensure all new grave purchasers receive a copy of the regulations. A copy is to be posted on the parish council website.</p> <p>The Cemetery is designated as a space where dogs should be kept on leads and this is logged with ERYC.</p> <p>The parish council discussed getting some new signs made, which states ‘dogs on leads and no dog fouling’ – to be placed at top of Church Lane and at the cemetery gates.</p> <p>DJ to seek quotes for signs, to report back at the next meeting.</p> <p>Proposed: AB  Seconded: MS  Outcome: All agreed</p>	<p>Clerk</p> <p>DJ</p>
127	<p><b>To discuss community review action plan</b></p> <p>Clerk has used the information in the final report to start an action plan, its work in progress, but the majority of issues raised by the community, the parish council are already looking at.</p> <p>However, there is one area that needs looking at and that is communication between the parish council and the rest of the village.</p> <p>The Burton Pidsea windfarm fund is open for applications at the moment and is there something that could be developed into a bid for funding.</p> <p>Following discussion it was suggested to develop a bid for a second parish council notice board, to be located on the side of the village hall.</p> <p>To put a bid into the windfarm fund for a new double fronted wooden noticeboard.</p> <p>Proposed: DJ  Seconded: NF  Outcome: All agreed.</p> <p>AB to lead on completing the application form with support from the clerk.</p> <p>A village newsletter was also discussed, DJ volunteered to create a draft layout, to be discussed and agreed at a future meeting.</p>	<p>AB/Clerk</p> <p>DJ</p>

153	<p><b>To agree purchase of parish council post box</b> Cllr. James has supplied three quotes, in the supporting papers pack.</p> <p>Following discussion, it was agreed that the DadGate solid steel mail box at £227.00 fulfilled the requirements. It will be located on the railings adjacent to the defib at the village hall.</p> <p>To order DadGate solid steel mail box at £227.00</p> <p>Proposed: NF Seconded: AB Outcome: All agreed</p>	Clerk
154	<p><b>To agree costs of annual sit on lawnmower service</b> FG Adamson at Swanland is the local dealer for Husqvarna lawnmowers. Other local businesses were asked to quote, but they can't service this type of machine.</p> <p>There are two levels of service: Basic service £140 plus vat – oil change and sharpening of cutting blades Value service £190 plus vat – more comprehensive</p> <p>Following discussion it was agreed to proceed with the value service at £190 plus VAT.</p> <p>To agree that sit on mower is serviced annually until further notice</p> <p>Proposed: DJ Seconded: MS Outcome: All agreed</p>	Clerk
148	<p><b>To agree costs for Advanced chairmanship course</b> Cllr. Rainforth has expressed an interest in attending this 3 part training course at a cost of £45 plus VAT – total cost £54, starting 15 March and finishing on 4 May.</p> <p>Proposed: AB Seconded: DJ Outcome: All agreed</p> <p>In 2016/17 financial year, £500 has been allocated for a training budget to support councillors and clerk in their respective roles.</p>	Clerk
155	<p><b>To discuss and agree Code of Conduct training</b> It is good practice to refresh ourselves on key documents, the current code was brought in back in 2011, and there have been a few changes since then so it's a good time to reflect.</p> <p>There are two ways of doing this – to hold the training before a meeting or to arrange a one off training session lasting one hour.</p> <p>There are two providers – ERNLLCA or ERYC democratic services.</p> <p>Clerk to check on prices and bring back to the next meeting.</p>	Clerk
	<p><b>To consider the exclusion of the public and press owing to the confidential nature of the business to be discussed.</b> To hold this discussion at the end of the meeting.</p> <p>Proposed: MS Seconded: AB Outcome: All agreed</p>	

9	<p><b>Approve Accounts for Payment</b> To approve accounts for February 2016.</p> <p>Proposed: NF Seconded: DJ</p>	
10	<b>Any Other Business</b>	
10.1	DJ asked about a deadline being missed regarding the planning appeal at Churchill Rise. Clerk to contact ERYC planning department.	Clerk
10.2	DJ to email queries regarding playdale quote to clerk.	DJ/Clerk
10.3	<p>MS reported that there have been a few near misses on the Hariff Lane mini-roundabout when coming out of Newbridge Road. Action needed as follows:</p> <ul style="list-style-type: none"> <li>• For the 'Give Way' sign at Newbridge Road to be removed – Clerk to contact Mike Peeke</li> <li>• To ask if count down rumble strips be added to the approach from Hariff Lane - Clerk to contact Mike Peeke</li> <li>• Road markings to be re flashed – DJ to contact Katie Stork in ERYC</li> <li>• To seek quotes for extra warning sign to be located in the allotments – DJ to investigate</li> </ul>	<p>Clerk</p> <p>DJ</p>
10.4	AB raised the issue of an overgrown hedge on Churchill Rise, clerk to send letter to request it be cut back to be in line with the kerb stone edge.	Clerk
10.5	A fence is falling into the path between Churchill Rise and Elm Tree Farm Road. Clerk to contact ERYC parish liaison to establish ownership / responsibility.	Clerk
10.6	<p>MA suggested that before the next meeting, the parish council as trustees of the village hall should meet for 30 minutes.</p> <p>Also as recorded in the ERNLLCA December newsletter, the term sole trustees doesn't apply to individual councillors, it applies to the parish council as a whole.</p>	
10.7	<p>Clerk is away for October meeting due to it falling in half term.</p> <p>It was agreed for the meeting to be brought forward a week to take place on Thursday 20<sup>th</sup> October.</p>	
10.9	<p>External Audit arrangements, clerk reported that the current external auditor will continue to provide the service up to 31 March 2017.</p> <p>As the parish council has an annual turnover of less than £25,000, the council will not need an external audit from 1<sup>st</sup> April 2017. The parish council complies with the Transparency Code and all relevant documents will be posted on the parish council website. The council will still need to have an external auditor appointed in case of queries, the clerk recommends to opt in to the new company Smaller Authorities Audit Appointments Ltd.</p>	
11	<p><b>Date of next meeting</b></p> <p><b>Thursday 31 March 2016 at 7.45pm</b></p>	
	<b>Meeting closed at 9.26pm</b>	