

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
Tel No: 01964 670549
Email: burstwickpc@gmail.com

Parish Council meeting Thursday 31st March 2016

At Burstwick Community Primary School, Main Street, Burstwick, 7.45pm

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

7. Planning

8. Agenda Items

- 150: To agree final arrangements for dog fouling campaign including to approve purchase of signs and postcards
- 108: To consider and agree allotments rent review
- 105: To consider allotments eviction appeal re: plot 48
- 156: To consider and agree play area insurance quotes
- 145: To discuss transport survey preliminary findings
- 157: To discuss brownfield sites for East Riding Council register
- 103: To resolve issues around Church Lane access
- 121: To set up a working group to progress war memorial commuted sums project
- 158: To approve renewal of annual subscriptions
- 143: To approve distribution costs of quarterly village newsletter
- 125: To approve costs of cutting extra keys of village hall
- 151: To approve change of name on parish council business credit card
- 110: To receive a copy of the parish councils working budget for 2016-17

9. Approve Accounts for Payment

10. Any Other Urgent Business

11. Date of Next Meeting

Issued by Parish Clerk:
On: 24.3.2016

R Blackburn

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 31 MARCH 2016

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

Mrs R Blackbourn – Clerk

Public: 9 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	
	None – all present.	
2	Declarations of Interest	
2.1	Pecuniary None declared.	
2.2	Non Pecuniary Cllr. Armstrong – Burton Pidsea Wind Farm Fund and Village Hall Cllr. Brown - Allotments Cllr. Fairbank – Village Hall Cllr. James – Village Hall Cllr. Mallilson – Chapel Close Cllr. Rainforth – Burton Pidsea Wind Farm Fund	
3	Public Participation	
3.1	Discussion around on going issues with speeding traffic in the village. There was a crash on Main Street in the middle of the afternoon – a car had gone into the back of an agricultural vehicle. Residents have seen the traffic police recently, but say they are there at the wrong time and other drivers flash each other – wonder how many they catch.	
3.2	Also concerns about the number of HGV's coming through the village. Burstwick Parish Council has used all the resources available to try and tackle this problem – speed / vehicle count surveys via strips across the road, speed cameras and community speed watch. Burstwick is a designated lorry route.	
3.3	Safer Roads Humber are targeting the village – but they also have the whole of the East Riding to cover, so they can't be in the village all the time. The parish council expects a report from them at some point this year.	

	<p>Other suggestions included:</p> <ul style="list-style-type: none"> • Month long road safety campaign • Look at moving ‘signs’ at the village entrance to make them more prominent • Enquire about signs that list number of road deaths (e.g. A15 in Lincolnshire) 	DJ
3.4	Bins in the cemetery – notices have gone up. Clerk to check with gardener.	Clerk
3.5	Also some of the graves are not maintained as lawn, as clearly stated in the cemetery regulations. Cemetery committee to consider starting to inspect the cemetery.	
3.6	The flower bed near the chapel – ERYC provided tulip bulbs – what has happened to them? Clerk to check with gardener.	Clerk
3.7	Clerk confirmed that new letter box is arson proof and will be emptied daily during April.	
3.8	ERYC have done the first grass cut of the year and have made a mess with grass left over the footpath. Clerk to ring or send letter.	Clerk
4	Minutes of Meeting Held on 25 February 2016	
4.1	<p>Signed as a correct record. Proposed: MA Seconded: MS Outcome: All agreed</p>	
5	Clerk’s Report	
5.1	<p>An update on decisions taken at the February meeting that are not on the agenda:</p> <p>Our joint bid with the primary school for grant funding for CCTV from the Police and Crime Commissioners preventing crime fund has been successful. The school will have 3 cameras and the parish council will have one overlooking the play area.</p> <p>Parish Council has submitted a bid to the Burton Pidsea Windfarm Fund for a notice board.</p> <p>Code of Conduct training – ERNLLCA have provided a quote, it is more cost effective to wait until a training session for all member councils is set up. Good councillor Guide 2016 is available – clerk to email an electronic copy to everyone.</p> <p>We have a casual vacancy for one councillor, following Mrs Norma Stewards resignation. Clerk awaiting confirmation from ERYC that we can advertise to co-opt.</p> <p>Clerk has a NOVA number and will be reapplying to the DVLA to register the sit on mower and get license plates made.</p>	Clerk
6	Correspondence	
6.1	<p>Police Report 7/2/16 Sexual offence, Churchill Rise 22/2/16 Threatening and abusive behaviour in the street, Churchill Avenue</p>	
6.2	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 103/15 ERYC have made an application to Withernwick Windfarm for home security equipment for elderly and vulnerable residents 104/15 Timetable for ArchBishop Sentamu’s visit 105/15 Rural Community Buildings Network meetings 106/15 East Riding Parish News 107/15 Crime figures for February 108/15 Humberside Police Town/Parish News release</p>	

	<p>109/15 ERYC Emergency Planning confirming receipt of revised CEP and requesting if councillors want the email alerts</p> <p>110/15 ERYC Brownfield sites register</p> <p>111/15 Social Action Engagement Conference</p> <p>112/15 ERYC Preliminary Draft Community Infrastructure Levy Charging Schedule</p> <p>113/15 ERNLLCA March newsletter</p>	
6.3	<p>Letters received</p> <p>Invite to the chairman from Cllr Turner to attend a civic service to celebrate East Ridings 20th Birthday at Beverley Minster on 17th April.</p> <p>Citizens Advice Bureau statement of accounts 2015.</p> <p>HWRCC Rural Community Buildings Network subscription reminder.</p>	
7	Plans	
7.1	<p>Applications to consider</p> <p>None this month.</p>	
7.2	<p>Planning Decisions to note</p> <p>15/03902/PLF Erection of single storey extension to side following demolition of existing conservatory and erection of detached garage, 1 Sharp Avenue, Burstwick.</p> <p>Planning permission granted subject to conditions.</p>	
7.3	<p>Appeal Decisions to note</p> <p>15/02531/PLF Erection of two storey extension to side and bay window extension to front, 18 Elm Tree Farm Road.</p> <p>The appeal is dismissed. The main issue is the effect of the proposal on the character and appearance of the main property and street scene.</p>	
8	Agenda Items	
150	<p>To agree final arrangements for dog fouling campaign including to approve purchase of signs and postcards</p> <p>To finalise timetable with names against dates and tasks.</p> <p>To approve the purchase of the following items:</p> <ul style="list-style-type: none"> • ‘We’re watching you’ A3 glow in the dark signs £25 x 5 = £125.00 • Dog toilet postcards from ERYC 300 for £10.00 • Dog poo bags up to £5.00 <p>Proposed: SM Seconded: DJ Outcome: All agreed.</p>	<p>DJ Clerk DJ</p>
108	<p>To consider and agree allotments rent review</p> <p>Rents were last increased in 2013. The proposed increase will bring the charges in line with other neighbouring parishes.</p> <p>To agree to raise allotment rents as follows:</p> <p>Small allotment: Parish Garden £10 (plots 45-50) - £1 increase Small allotment £10 (plots 1-14, 39, 40, 41A, 41B) – no increase</p> <p>Large Allotment £15 (plots 15-38, 42, 43, 44) - £5 increase</p> <p>The extra funds could be used to improve and develop the allotment, clerk to ask for suggestions in the rent review letter that will accompany the allotment rent letter for 2016. The following councillors abstained from the vote: AB, JS and MS Proposed: MA</p>	<p>Clerk</p>

	<p>Seconded: DJ Outcome: All agreed amongst those who voted.</p>	
105	<p>To consider allotments eviction appeal re: plot 48 Tenant was issued with notice to quit on 11th November 2015, the notice period ended on 11th February 2016.</p> <p>Following discussion it was agreed to dismiss the appeal for the reasons outlined below:</p> <ul style="list-style-type: none"> • Tenant in breach of tenancy agreement • Tenant has been warned at least 2 times about unsuitable fires • The plot has not been cultivated for two years • There is a waiting list for the allotments <p>Proposed: NF Seconded: DR Outcome: All agreed</p> <p>Clerk to write letter to tenant outlining reasons above and requesting the plot to be thoroughly cleaned. Chairman to sign letter.</p>	Clerk
156	<p>To consider and agree play area insurance quotes There are two quotes for the parish council to consider for insuring 16 pieces of equipment with a replacement value of £135,000 as follows:</p> <p>Playsure our current provider: £1759.48 Zurich (who provide our parish council insurance): £1025.97</p> <p>However to proceed with the Zurich quote, they require that it is minuted that the parish council have taken over day-to-day responsibility for the play area and will comply with the following:</p> <ul style="list-style-type: none"> • health and safety two weekly visual check • annual risk assessment • annual inspection report <p>Mr Leonard from Burstwick Playing Field Association was present for the discussion and was in agreement with the parish council taking day to day responsibility for the play area.</p> <p>The parish council assumes day-to-day responsibility for the play park from today with a requirement that two weekly checks are carried out and documented.</p> <p>Proposed: MA Seconded: NF Outcome: Unanimous – all in agreement.</p> <p>Clerk to make arrangement to get the insurance in place with Zurich as agreed above.</p>	
145	<p>To discuss transport survey preliminary findings Due to time limitations this agenda item will be rolled over and discussed at the April meeting.</p>	
157	<p>To discuss brownfield sites for East Riding Council register East Riding Council has been selected to take part in a pilot scheme for preparing a brownfield register. The parish council has been asked to help identify brownfield sites within the parish that may have the potential to be developed for new homes in the future.</p>	

	<p>Following discussion two locations were proposed: The Nags Head pub Stutts Cottage</p> <p>Proposed: AB Seconded: MA Outcome: All Agreed. Clerk to inform ERYC</p>	Clerk
103	<p>To resolve issues around Church Lane access The parish council acknowledges that the boundary has been moved to allow vehicular access, however the fence has not been moved to coincide with the original boundary. Final solicitor's letter drafted to conclude this dispute.</p> <p>To approve final solicitors letter: Proposed: MS Seconded: AB Outcome: All agreed. Clerk to contact solicitor to make arrangements for the letter to be sent.</p> <p>Council then discussed the barrier issue with the residents, whose property is at the top end of Church Lane. The parish council is going to be using the lane and would prefer the barrier to be removed. Residents said that the main issue was dog walkers who let their animals foul the lane. Following discussion it was agreed to look a signs for the lane and bring quotes back to a future meeting.</p>	Clerk DJ
121	<p>To set up a working group to progress war memorial commuted sums project DR agreed to lead the working group that will look at making improvements to the green open space around the memorial and to get the memorial cleaned and restored in time for 2018. The war memorial was last renewed in 1956.</p> <p>To use up the remaining commuted sums for adult/youth provision, which stands at £4,816.66. An application for this project will be submitted to ERYC to release this funding.</p> <p>To set up a working group of up to 4 people, made up of councillors and interested residents. The following councillors are interested – DJ, AB and SM. Former clerk Trish Hopper will be invited to join the group from the resident's perspective.</p> <p>The clerk also updated council on the remaining balance for children's provision which stands at £9,622 – clerk to write to groups in the village advising them of this money and how to apply.</p>	Clerk Clerk
158	<p>To approve renewal of annual subscriptions</p> <p>Network of Rural Community Buildings - £75</p> <p>East Riding and North Lincolnshire Local Councils Association - £594.68</p> <p>Proposed: AB Seconded: NF Outcome: All agreed.</p>	
143	<p>To approve distribution costs of quarterly village newsletter To get a new village newsletter up and running. DJ has secured a donation of free printing, the parish council needs to cover the distribution costs. It will be a quarterly newsletter with the first edition launched in May to include the Chairman's report, followed by editions in August, November and February. Residents will also be able to subscribe to an electronic edition.</p>	

	<p>To approve distribution costs of £40 plus VAT (2,000 A4 duplex) each quarter, yearly total of £160 plus VAT</p> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p>																			
125	<p>To approve costs of cutting extra keys for village hall</p> <p>3 cuts for clerk set totals £9.97 (£2.99 x 2, £3.99 x 1) 1 cut for Cllr. Smith at £2.99</p> <p>Proposed: MA Seconded: JS Outcome: All agreed.</p>																			
151	<p>To approve change of name on the parish council business credit card New mandate has been filled out and is ready for Chairman to sign.</p> <p>To approve the removal of Mrs P.A. Hopper and add Mrs R. Blackburn.</p> <p>Proposed: AB Seconded: MA Outcome: All agreed.</p>																			
110	<p>To receive a copy of the parish councils working budget for 2016-17 Clerk gave overview of the working budget for new financial year.</p>																			
9	<p>Approve Accounts for Payment</p> <p>To approve March accounts as follows:</p> <table> <tr> <td>ERNLLCA membership fee</td> <td>594.68</td> </tr> <tr> <td>RCB fee</td> <td>75.00</td> </tr> <tr> <td>Npower - Christmas lights</td> <td>19.12</td> </tr> <tr> <td>Gardener expenses - Petrol</td> <td>12.00</td> </tr> <tr> <td>R Blackburn - Stamps for allotments mail out</td> <td>27.00</td> </tr> <tr> <td>R Blackburn - Photocopying</td> <td>6.86</td> </tr> <tr> <td>HMRC</td> <td>9.00</td> </tr> <tr> <td>DVLA</td> <td>55.00</td> </tr> <tr> <td>Payroll</td> <td>42.00</td> </tr> </table> <p>Proposed: SM Seconded: DJ Outcome: All agreed.</p>	ERNLLCA membership fee	594.68	RCB fee	75.00	Npower - Christmas lights	19.12	Gardener expenses - Petrol	12.00	R Blackburn - Stamps for allotments mail out	27.00	R Blackburn - Photocopying	6.86	HMRC	9.00	DVLA	55.00	Payroll	42.00	
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10	<p>Any other urgent business</p>																			
10.1	<p>To add the following issues to the April agenda:</p> <ul style="list-style-type: none"> • Hedon/Preston eastern bypass • Parking on kerbs in the village 																			
10.4	<p>To add Chapel Close to dog fouling awareness campaign.</p>																			
11	<p>Date of next meeting Thursday 28th April 2016 at 7.30pm.</p>																			
	<p>Meeting closed at 9.55pm</p>																			