

BURSTWICK PARISH COUNCIL

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

Thursday 28th July 2016

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

AGENDA

- 2016/07/01 To note apologies for absence
- 2016/07/02 Councillors to disclose their interests in matters to be discussed
- 2016/07/03 Members of the public are invited to address the council
- 2016/07/04 To confirm the minutes of the meeting held on 30th June 2016
- 2016/07/05 To receive the clerks report and councillor updates
- 2016/07/06 To note correspondence received
- 2016/07/07 To consider planning applications received and note planning decisions
- 2016/07/08 To discuss the options for the future of the Playing Field Association
- 2016/07/09 To receive an update on landscaping works at Festive Field
- 2016/07/10 To agree membership for new communications committee
- 2016/07/11 To view new website demonstration
- 2016/07/12 To agree and order new notice board
- 2016/07/13 To agree and order CCTV signs for the play area
- 2016/07/14 To arrange an allotment inspection
- 2016/07/15 To discuss the extension at Churchill Rise
- 2016/07/16 To discuss road safety issues at Weghill Road junction and Station Road junction
- 2016/07/17 To agree a second defib guardian
- 2016/07/18 To arrange a working group meeting to discuss the war memorial project
- 2016/07/19 To agree payments in accordance with the budget
- 2016/07/20 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Wednesday 24th August at 7.30pm at Burstwick Village Hall

Issued by Parish Clerk:

R Blackburn

On: 22.07.2016

BURSTWICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 28th JULY 2016

Present:

Cllr. M. Armstrong	MA
Cllr. A Brown	AB
Cllr. N Fairbank	NF
Cllr. D James	DJ
Cllr. S Mallinson	SM
Cllr. M Smith	MS
Cllr. J Stamford	JS

Public: 4

Minute	Discussion and agreement	Action
16/07/01	To note apologies for absence	
	Cllr. J. Kitchener Cllr. D Rainforth	
16/07/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. Armstrong - Burton Pidsea Wind Farm Fund Cllr. Brown – Allotments Cllr. Fairbank – Village Hall Cllr. James – Village Hall and playing field Cllr. Mallinson – Chapel Close and allotments Cllr. Stamford – Allotments	
16/07/03	Members of the public are invited to address the council	
	It was asked if the second defibrillator was in place yet? DJ confirmed it had been recently fitted at the Hare and Hounds pub. There were some concerns about the location of the other defibrillator on the side of the village hall, it had to be used recently and the person couldn't hear what the operator was saying due to noise from a bus parked nearby.	
16/07/04	To confirm the minutes of the meeting held on 30th June 2016	
	Signed as a correct record. Proposed: DJ Seconded: SM	

16/07/05	To receive the clerks report and councillor updates	
	<p>An update on decisions taken at the last meeting that are not on the agenda for discussion:</p> <p>The play area repairs are complete and the new installation of the cone climber will be completed shortly after the surface has been laid. There are a number of small jobs that need doing as highlighted in the recent inspection report, these to be done once it's clear on who is running the facility.</p> <p>New litter bin has been installed on Newbridge Road on the bridge at East Carr Drain.</p> <p>Work to reinstate the surface on Church Lane is due to start imminently.</p> <p>Bus consultation – could the parish council distribute flyers to promote the drop in in Burstwick on 25th August 3-4pm. AB confirmed that she has flyers to distribute.</p> <p>Training - is there any interest in attending the good councillor training session? JS and AB expressed an interest. Clerk to respond to ERNLLCA</p> <p>The good councillor booklets are on order.</p> <p>Commuted Sums – Lea Anne Wright has confirmed that the remaining balances can be used towards the war memorial project, an application from cubs and beavers and some outdoor gym equipment.</p> <p>I have received letters from Hull Magistrates court confirming the outcome of the recent case and forms to complete regarding compensation due.</p> <p>Councillors updates:</p> <p>NF reported that the fence along the cut through between Churchill Rise and Elm Avenue is leaning dangerously – who is responsible for it?</p> <p>DJ reported that the defib training session has been arranged for Monday 15th August at 7pm in the village hall.</p> <p>AB reported from two recent meetings; the bypass proposal to the east of Hedon was put to ERYC, they can see the reason why but there is not enough traffic through Hedon to justify the construction costs of £21 million.</p> <p>The village is losing two bus services in each direction on a Sunday. There is a consultation running on the proposed changes and there is a meeting on Thursday 25th August 3-4pm at a bus parked outside the village hall, where questionnaires can be completed. There is also the possibility of the 77 being detoured up through the village and will go on to Hedon via Preston (one service each way).</p> <p>SM reported that dog fouling was again an issue in Chapel Close. The stencils, postcards and glow-in-the-dark signs are to be used to raise awareness.</p> <p>MA reported back from the annual flood liaison meeting held at County Hall in Beverley. As a result of the winter flooding from 2015/16 the Environment Agency are going to target flood warnings to the area affected. There were reports on schemes to reduce flooding – 68 have been completed. There is a maintenance budget of £300,000 per year. Plans for the Tunstall bund are on hold due to difficulties gaining landowners permission. If 10 or more houses are to be built then flood risk has to be considered as part of the planning process to reduce risk and ensure sustainable drainage.</p>	Clerk

16/07/06	To note correspondence received	
	Police Report 06/06/16 Sexual offence, North Rise 19/06/16 Criminal damage, Church Lane 20/06/16 Non dwelling burglary, Main Street	
	Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 28/16 ERNLLCA June Newsletter 29/16 BP Community Forum, 2 nd November 30/16 ERNLLCA District Committee meeting,, 19 th July 31/16 ERYC road safety scheme, B1362 Hedon Road 32/16 Humberside Police crime data for June 33/16 ERYC road safety scheme, Newfield Lane Lelley 34/16 Humberside Police Streetbeat monthly newsletter 35/16 ERYC Flood Liaison Group meeting minutes 36/16 ERNLLCA Good Councillor Training expression of interest 37/16 ERNLLCA July newsletter 38/16 Humberside Police Community Policing Report 39/16 ERYC Brownfield sites register letter	
	Letters received None this month.	
16/07/07	To consider planning applications received	
	Planning applications: None this month.	
	Planning Decisions to note: 16/01306/PLF two storey extension to side and single storey extension to rear, 18 Elm Tree Farm Road Planning permission granted, subject to conditions.	
	Appeal Decisions to note: None this month.	
16/07/08	To discuss the options for the future of the Playing Field Association	
	There were two options to consider: <ol style="list-style-type: none"> 1. Recruit a new committee/trustees 2. Wind up the PFA charity and transfer the assets to BPC to run the play area as a facility for the village <p>Pros and cons of each option were outlined.</p> <p>The options were discussed including a hybrid option of keeping the charity and parish council helping to guide the new committee for upto a year.</p> <p>A public meeting is needed to present the options, let people have their say and allow any interested people who want to join a new committee to do so. It was suggested that this meeting should take place after school at the play area (with the school hall as a backup for wet weather) in September, before the parish council meeting.</p> <p>This would be publicised using normal channels, children’s book bags and via a press release that celebrates the recent investment in the play area via commuted sums.</p> <p>It was agreed to discuss details at the next parish council meeting.</p>	

	<p>Proposed: AB Seconded: NF Outcome: all agreed</p>	
16/07/09	To receive an update on the landscaping works at Festive Field	
	<p>Benches are now in place and following a recent site meeting it was agreed to situate low shrub borders in-between the benches and to each side, in line with the benches to ease grass cutting. These borders will be planted up in the autumn by Tony Cook Ltd.</p> <p>It was also agreed to convert the top vehicle gate into an accessible kissing gate. Clerk to order this work with Tony Cook Ltd (as per agreed quote).</p> <p>This will leave approx. £1000 of commuted sums funding available for landscaping to be spent before December 2016.</p> <p>MA to investigate the condition of the beacon.</p>	<p>Clerk</p> <p>MA</p>
16/07/10	To agree membership of new communications committee	
	<p>This new committee to be made up of 2/3 councillors and clerk.</p> <p>Suggested terms of reference to include:</p> <ul style="list-style-type: none"> • Lead on website updates and maintenance • Village newsletter • Press releases • Coordinate information on website with the noticeboards <p>Cllr. Stamford, Cllr. James and Cllr. Brown all volunteered to join this new committee.</p> <p>Proposed: NF Seconded: SM Outcome: All agreed.</p>	
16/07/11	To view the new website demonstration	
	<p>Cllr. Stamford gave a demonstration of a new website software using Wordpress, the software is free but there would be a small ongoing cost to host the website.</p> <p>This software can allow every councillor to have a log on and a parish council email address.</p> <p>The new communications committee will lead on developing the content for the new website along with identifying a theme and template.</p>	
16/07/12	To agree and order new noticeboard	
	<p>Burstwick Parish Council were successful in gaining £1124 from the Burton Pidsea Windfarm fund. This is being used to purchase a second notice board that will be located near the village hall.</p> <p>It is a two door, free standing notice board made from English Oak. Clerk to place order with Harry Stebbings workshop (as per quote used in the application form).</p> <p>Proposed: SM Seconded: DJ Outcome: All agreed.</p>	<p>Clerk</p>

16/07/13	To agree and order CCTV signs for the play area	
	<p>Burstwick Primary School and the parish council were successful in securing grant funding for CCTV from the Police and Crime Commissioners preventing crime fund.</p> <p>The CCTV is being installed over the summer holidays, however the school and the play area will need signs.</p> <p>The parish council is placing the order for 3 signs (2 for the school – who will reimburse the council for the costs approx. £22) and one for the play area.</p> <p>There are various types, councillors chose a sign that has space for text describing the purpose, who controls the CCTV and a phone number, this sign costs £17.93 exc vat.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed.</p> <p>Clerk to order signs from Seton Safety Signs.</p>	Clerk
16/07/14	To arrange an allotment inspection	
	<p>The Committee need to agree on a date in August for an inspection.</p> <p>Clerk reported that the waiting list is growing again – with 6 residents and 2 non-residents currently on the list. Is there a possibility of providing more allotments for the village? Following discussion there appears to be three options – one is to split the longer plots in two, the council could look at extending the current site or look at other pockets of glebe land in the village.</p> <p>This needs further discussion at a future meeting.</p>	
16/07/15	To discuss the extension at Churchill Rise	
	<p>It was reported that on 16 May an application was submitted providing details of the tile hangings to be used. This was approved on 30th June. The owner has six months from this date to carryout the works, giving an expiry date of 30 December 2016.</p> <p>It was agreed to review this in the January 2017 meeting.</p>	
16/07/16	To discuss road safety issues at Weghill Road junction and Station Road junction	
	<p>It was agreed to defer this item to the next meeting.</p>	
16/07/17	To agree a second defib guardian	
	<p>The defibs need a monthly check to look at battery levels, if the defib is used then Yorkshire Ambulance Service will alert the guardians that new batteries and consumables need fitting.</p> <p>A second volunteer is needed to provide cover if Cllr. James is away.</p> <p>Cllr. Brown volunteered to take on this role.</p>	
16/07/18	To arrange a working group meeting to discuss the war memorial project	
	<p>This item was deferred to the next meeting.</p>	

16/07/19	Approve Accounts for Payment																							
	<p>Approve the schedule of payments for July as follows:</p> <p>Payments</p> <table data-bbox="272 248 938 562"> <tr><td>ERYC - name badge</td><td>5.16</td></tr> <tr><td>HMRC</td><td>48.40</td></tr> <tr><td>Gardeners expenses: Petrol</td><td>20.00</td></tr> <tr><td>Gardeners expenses: nuts/bolts</td><td>1.80</td></tr> <tr><td>Clerks expenses: stamps</td><td>6.60</td></tr> <tr><td>Hidrostal - service/repairs to flood pumps</td><td>786.84</td></tr> <tr><td>Lawn mower motor insurance</td><td>146.88</td></tr> <tr><td>Payroll</td><td>42.00</td></tr> </table> <p>Receipts</p> <table data-bbox="272 607 938 719"> <tr><td>Cremation burial fee</td><td>85.00</td></tr> <tr><td>BPFA - insurance contribution</td><td>1845.78</td></tr> <tr><td>Windfarm grant - noticeboard</td><td>1124.00</td></tr> </table> <p>Proposed: AB Seconded: DJ Outcome: All agreed.</p>	ERYC - name badge	5.16	HMRC	48.40	Gardeners expenses: Petrol	20.00	Gardeners expenses: nuts/bolts	1.80	Clerks expenses: stamps	6.60	Hidrostal - service/repairs to flood pumps	786.84	Lawn mower motor insurance	146.88	Payroll	42.00	Cremation burial fee	85.00	BPFA - insurance contribution	1845.78	Windfarm grant - noticeboard	1124.00	
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16/07/20	Items for next month's agenda																							
	<ul style="list-style-type: none"> • Road safety issues at Weghill Road junction and Station Road junction • War memorial project • Allotments inspection update 																							
	<p>Date of next meeting <u>Wednesday 24th August, 7.30pm at Burstwick Village Hall</u></p>																							
	Meeting closed at: 9.40pm																							