

BURSTWICK PARISH COUNCIL

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

Wednesday 24th August 2016

At Burstwick Village Hall, Main Street, Burstwick, 7.30pm

AGENDA

- 2016/08/01 To note apologies for absence
- 2016/08/02 Councillors to disclose their interests in matters to be discussed
- 2016/08/03 Members of the public are invited to address the council
- 2016/08/04 To confirm the minutes of the meeting held on 28th July 2016
- 2016/08/05 To receive the clerks report and councillor updates
- 2016/08/06 To note correspondence received
- 2016/08/07 To consider planning applications received and note planning decisions
- 2016/08/08 To adopt the Financial Standing Orders appendix
- 2016/08/09 To agree to extend membership of finance/personnel committee
- 2016/08/10 To receive the external auditors report on financial year 2015/16
- 2016/08/11 To agree date for the play area consultation meeting
- 2016/08/12 To receive an update from the allotments inspection
- 2016/08/13 To discuss road safety issues at Weghill Road junction and Station Road junction
- 2016/08/14 To arrange a working group meeting to discuss the war memorial project
- 2016/08/15 To discuss cemetery issues
- 2016/08/16 To agree expenditure to support the development of the new parish council website
- 2016/08/17 To agree payments in accordance with the budget
- 2016/08/18 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 29th September at 7.30pm at Burstwick Primary School

Issued by Parish Clerk: 

On: 19.08.2016

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON WEDNESDAY 24th AUGUST 2016

Present: Cllr. D Rainforth – Chairman DR
 Cllr. A Brown AB
 Cllr. N Fairbank NF
 Cllr. J Kitchener JK
 Cllr. M Smith MS

Public: 1

Minute	Discussion and agreement	Action
	DR suspended Standing Order 9b, to allow for the discussion of the quotation for the village hall lights. This discussion took place after item 2 on the agenda.	
16/08/01	To note apologies for absence	
	Cllr. Armstrong Cllr. James Cllr. Stamford Cllr. Mallinson	
16/08/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. Brown – allotments Cllr. Fairbank – Village Hall Cllr. Kitchener – Village Hall Cllr. Rainforth – Burton Pidsea Wind Farm Fund	
	Ray Cole, chair of the village hall management committee spoke about the situation with the lights in the hall. The outside bulkhead light doesn't work and needs replacing. In the main hall 2 lights are not working and the fittings are obsolete, it currently costs a lot to change a strip light. Quotes have been sought and following some recent fundraising, there are sufficient funds to do the following work: Replace outside bulkhead light £55 plus vat Replace lights and fittings in main hall with LED tube lights £533.75 plus vat The lights will be more energy efficient and guaranteed for 10 years. Management committee is seeking approval from the parish council as sole trustees to go ahead with the works outlined. Proposed: AB Seconded: MS Outcome: All agreed.	

16/08/03	Members of the public are invited to address the council	
	Nothing raised this month.	
16/08/04	To confirm the minutes of the meeting held on 28th July 2016	
	Signed as a correct record. Proposed: AB Seconded: NF	
16/08/05	To receive the clerks report and councillors updates	
	An update on decisions taken at the last meeting that are not on the agenda for discussion: Order for kissing gate and border planting at Festive Field has been placed with Tony Cook Order for the new notice board has been put on hold, while local quote is sought for work. This will be brought back to the September meeting for discussion and agreement. CCTV signs for school and play area have been ordered and delivered. Councillor updates: No updates this month.	
16/08/06	To note correspondence received	
	Police Report No report this month.	
	Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 40/16 Hedon Town Council – notes of public transport working group 41/16 Hedon Town Council – notes of by-pass proposal meeting 42/16 East Yorkshire Motor Services – review of contracted bus services 43/16 ERNLLCA AGM paperwork for 15 th September	
	Letters received Mrs Atkin tenant of plot 39 who would like a second plot, preferably plot 40 – to be considered under allotments section of the agenda.	
16/08/07	To consider planning applications received	
	Planning applications: 16/02186/PLF single storey extension – 5 Chestnut Close, Burstwick Consultation closed on 17 th August – no objections logged 16/01408/PLF Erection of a building to replace three existing buildings – Sangwin Concrete Products, Harriff Lane, Burstwick Comments: No objections. Proposed: MS Seconded: NF Outcome: All agreed.	

	<p>16/02569/PLF Erection of garage and utility extension to the side following demolition of conservatory to rear, 40 Skeckling Close, Burstwick</p> <p>Comments: No objections.</p> <p>Proposed: AB Seconded: JK Outcome: All agreed.</p> <p>Clerk to put comments onto the public access system.</p>	Clerk
	Planning Decisions to note: None	
	Appeal Decisions to note: None	
16/08/08	To adopt the Financial Standing Orders appendix	
	<p>The Parish Council needs its own Financial Standing Orders which are part of the overall Standing Orders document.</p> <p>It outlines procedures in relation to obtaining quotes, payments, wages and salaries, clerks expenditure, health and safety expenditure and receipts.</p> <p>Council to adopt document.</p> <p>Proposed: JK Seconded: AB Outcome: All agreed.</p> <p>Clerk to print copy for the file.</p>	Clerk
16/08/09	To agree to extend membership of finance/personnel committee	
	<p>To include one councillor who is not a bank signatory.</p> <p>This item was deferred to the next meeting.</p>	
16/08/10	To receive the external auditors report for the financial year 2015-16	
	<p>Clerk reported that the Annual Return for 2015/16 is complete. The auditor has concluded that the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p>	
16/08/11	To agree date for the play area consultation meeting	
	<p>Clerk to circulate a dates soon for this meeting and speak to the headteacher once school is back from the summer holidays.</p>	Clerk
16/08/12	To receive an update from the allotments inspection	
	<p>Cllrs Brown and Smith inspected the allotments on Monday 22nd August. They reported that on the whole the allotments are in good condition. However there are several plots that are tidy but are not worked. The report recommends sending six letters to plots that are uncultivated to find out their intentions. Parish council agreed to carry out the recommendations in the report.</p> <p>Proposed: JK Seconded: NF Outcome: All agreed.</p>	

	<p>Clerk to send letters to those plots indicated on the report, to determine their intentions.</p> <p>In regards to the letter received from Mrs Atkin, it was agreed to acknowledge the letter and put on the waiting list.</p>	<p>Clerk</p> <p>Clerk</p>
16/08/13	To discuss road safety issues at Weghill Road junction and Station Road junction	
	<p>JK reported on the difficulties of turning right at the Station Road junction and asked if mirrors could be installed.</p> <p>There was a general discussion about the Weghill Road junction and poor visibility and speed of traffic coming from Hedon direction. Various solutions were suggested including the verge being cut more regularly, change 'give way' to a 'stop' sign and adding rumble strips to Hedon Road approaches to the junction.</p> <p>Clerk to contact ERYC Highways to discuss issues and solutions.</p>	<p>Clerk</p>
16/08/14	To arrange a working group meeting to discuss the war memorial project	
	<p>As agreed in the march meeting – DR to lead with DJ, AB and SM all interested in being part of the working group (also ask Trish Hopper too)</p> <p>A working group meeting was arranged for Thursday 1st September at 7.30pm at the Hare and Hounds pub.</p> <p>Clerk to circulate date.</p>	<p>Clerk</p>
16/08/15	To discuss cemetery issues	
	<p>Clerk reported that a family want to place a memorial on a cremation plot that has dimensions larger than those stated in the regulations.</p> <p>The Regulations state dimensions of 18" wide x 24" tall.</p> <p>The family want to erect a memorial 27" wide and 24" tall.</p> <p>The council agreed that the family either stick to the dimensions in the regulations or as a compromise the memorial can be up to 24 inches wide (this is the maximum width of the memorial on the neighbouring plot).</p> <p>Proposed: AB Seconded: NF Outcome: All agreed.</p> <p>Clerk to inform family and the stonemason.</p>	<p>Clerk</p>
16/08/16	To agree expenditure to support the development of the new parish council website	
	<p>Using estimated costs provided by Cllr. Stamford, seeking approval in principal for spending approximately £50 plus vat per year on the new website.</p> <p>Proposed: JK Seconded: AB Outcome: All agreed.</p>	

16/08/17	Approve Accounts for Payment																							
	<p>Approve the schedule of payments for August as follows:</p> <table> <tr> <td>Yorkshire water</td> <td>8.13</td> </tr> <tr> <td>Seton Safety signs</td> <td>68.50</td> </tr> <tr> <td>T Cook & Son Farmers Ltd</td> <td>1473.60</td> </tr> <tr> <td>Cllr Dean James - bouncy castle 6/8/16</td> <td>110.00</td> </tr> <tr> <td>ERNLLCA - good councillor guides</td> <td>24.05</td> </tr> <tr> <td>PKF Littlejohn - external audit costs</td> <td>120.00</td> </tr> <tr> <td>HMRC</td> <td>15.60</td> </tr> <tr> <td>Salaries – Clerk and Gardner</td> <td>650.04</td> </tr> <tr> <td>Gardeners expenses: Petrol</td> <td>20.00</td> </tr> <tr> <td>Payroll</td> <td>42.00</td> </tr> </table> <p>Receipts</p> <table> <tr> <td>Cemetery fees</td> <td>120.00</td> </tr> </table> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p>	Yorkshire water	8.13	Seton Safety signs	68.50	T Cook & Son Farmers Ltd	1473.60	Cllr Dean James - bouncy castle 6/8/16	110.00	ERNLLCA - good councillor guides	24.05	PKF Littlejohn - external audit costs	120.00	HMRC	15.60	Salaries – Clerk and Gardner	650.04	Gardeners expenses: Petrol	20.00	Payroll	42.00	Cemetery fees	120.00	
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16/08/18	Items for next month's agenda																							
	<p>Planning – Hillcrest Best Kept Allotment Finance / Personnel Committee additional member Invite Rural Housing Enabler to meeting</p>																							
	<p>Date of next meeting Thursday 29th September, 7.30pm at Burstwick Primary School</p>																							
	Meeting closed at: 8.46pm																							