

BURSTWICK PARISH COUNCIL

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

Parish Council meeting

Thursday 29th September 2016

At Burstwick Community Primary School, Main Street, Burstwick, 7.40pm

AGENDA

- 2016/09/01 To note apologies for absence
- 2016/09/02 Councillors to disclose their interests in matters to be discussed
- 2016/09/03 Members of the public are invited to address the council
- 2016/09/04 To confirm the minutes of the meeting held on 24th August 2016
- 2016/09/05 To receive the clerks report and councillor updates
- 2016/09/06 To note correspondence received
- 2016/09/07 To consider planning applications received and note planning decisions
- 2016/09/08 To receive an update from Integra Buildings on future plans
- 2016/09/09 To discuss outcomes of play area consultation meeting and next steps
- 2016/09/10 To adopt Data Protection Policy / CCTV policy
- 2016/09/11 To agree the quote for new noticeboard
- 2016/09/12 To discuss and agree solution for derelict flower boxes at village entrances
- 2016/09/13 To agree to extend membership of finance / personnel committee
- 2016/09/14 To agree training expenditure
- 2016/09/15 To discuss project ideas for next year's action plan
- 2016/09/16 To agree payments in accordance with the budget
- 2016/09/17 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 20th October at 7.30pm at Burstwick Primary School

Issued by Parish Clerk: 

On: 23.09.2016

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 29th SEPTEMBER 2016

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

Public: 9

Minute	Discussion and agreement	Action
16/09/01	To note apologies for absence	
	Cllr. Mallinson	
16/09/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. Armstrong - Burton Pidsea Wind Farm Fund, Village Hall and Playing Field Cllr. Brown – Allotments Cllr. James – Village Hall Cllr. Rainforth – Burton Pidsea Wind Farm Fund Cllr. Stamford – Allotments</p>	
16/09/03	Members of the public are invited to address the council	
	<p>Paul Rimmer from the flood wardens reported that there had been a problem with flood pump A, Hidrostal advised to replace the battery. The battery costs £92.24 and the pump is now working satisfactorily. The parish council has a budget to maintain and service the flood pumps and will reimburse Mr Rimmer for the costs of the battery.</p> <p>A resident asked about traffic calming in the village due to concerns over recent accidents near the school. DJ reported that the parish council takes an active role in traffic and speeding issues in the village. There are plans to introduce a part time 20mph limit outside the school along with a 40mph buffer on Hedon Road between Tony Cooks and the village entrance. There is a community speed watch initiative in the village in partnership with the police, however this can only operate if enough volunteers come forward. The local PCSO does spot checks and traffic police regularly visit the village.</p>	
16/09/04	To confirm the minutes of the meeting held on 24th August 2016	
	<p>Signed as a correct record. Proposed: AB Seconded: JK</p>	

16/09/05	<p>To receive the clerks report and councillors updates</p>	
	<p>An update on decisions taken at the last meeting that are not on the agenda for discussion:</p> <p>Letters have been sent to allotments tenants that were identified as not cultivating their plot – this has resulted in a couple of plots being made available immediately and a couple more will be available at end of October. A couple of plots need to be monitored closely in the spring to determine if they are being used properly.</p> <p>Clerk has emailed Mike Peake about the road safety issues discussed at the last meeting, will have an update ready for next meeting.</p> <p>War memorial working group meeting was held on 1st September.</p> <p>Clerk has had an annual appraisal, the council will need to take decisions on salary, hours and pension contributions at next month’s meeting (the parish council has a staging date of 1st April 2017 to meet its duties to provide a work place pension as part of auto-enrolment).</p> <p>Clerk has also reported graffiti on the wall of The Nags Head pub and the fridges dumped in the drain that runs under Newbridge Lane. MS reported that the fridges have been removed.</p> <p>Councillor updates:</p> <p>DJ updated council on the meeting of the war memorial working group. After sending photos to the War Memorial Trust, they have responded to say that we can apply for a grant up to 75% of the costs of repair work. Enquiries are ongoing to locate either a role of honour or book of remembrance from the Methodist Chapel. A further meeting of the group is needed to work up the detail for the grant application.</p>	
16/09/06	<p>To note correspondence received</p>	
	<p>Police Report for August 1/08/16 Arson, Station Road 13/08/16 Theft of a motor vehicle, West Villas 20/08/16 Assault, Beech Close</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>44/16 ERNLLCA August newsletter 45/16 Invite from Integra to the parish council to discuss future plans 46/16 ERYC Rural Strategy 2016-20 final draft 47/16 Humberside Police Crime data for August 48/16 Humberside Police Street Beat newsletter for August 49/16 Humber and Wolds Rural Community Council – Community led housing survey 50/16 Mrs Thompson requesting a meeting to discuss Church Lane 51/16 ERYC Draft East Riding Housing Strategy Consultation 52/16 ERYC Routine Play Inspection Training Course 53/16 ERNLLCA Caping of precept increases for town and parish councils 54/16 ERNLLCA Annual Conference invite and papers</p>	

	<p>Letters received</p> <p>ERYC to notify the parish council that the recent planning application at 5 Chestnut Close does not need formal planning permission.</p> <p>ERYC notifying the parish of the draft Traffic Regulation Orders for B1362 Hedon Road at Burstwick to be 40mph limit and Newfield Lane Lelley to be 40mph limit.</p> <p>ERYC Season one brochure for Hull Capital of Culture 2017</p>	
16/09/07	To consider planning applications received	
	<p>Planning applications:</p> <p>No new applications this month</p>	
	<p>Planning Decisions to note:</p> <p>16/02569/PLF Erection of garage and utility extension to side following demolition of conservatory to rear, 40 Skeckling Close, Burstwick.</p> <p>Planning permission granted subject to conditions.</p> <p>16/01408/PLF Erection of a building to replace three existing buildings, Sangwin Concrete Products Ltd, Hariff Lane, Burstwick.</p> <p>Planning permission granted subject to conditions.</p>	
	<p>Appeal Decisions to note:</p> <p>None</p>	
16/09/08	To receive an update from Integra Buildings on future plans	
	<p>Integra Buildings invited the parish council to a meeting on 6th September to talk about their plans for the future. The business is moving to Paull to keep the local workforce in the Holderness area and there are two options for the site in Burstwick – to sell / lease it to another company or to sell the land to a developer with planning permission for 25-30 houses.</p> <p>Mr Parker gave an update to the parish council meeting, they have met with East Riding Council planning department to discuss their ideas. Their preferred option is to sell the site to a developer and they have employed a planning consultant to assist in obtaining outline planning permission by beginning of 2017. Integra has to stay until they sell the site.</p> <p>There are a number of surveys that are needed including flooding, drainage and traffic. They would like to hold a community event to show the outline plans for comment before submitting the application.</p> <p>In the Local Development Plan the site is not within the development limits, it is a brownfield site. It was suggested that a mix of housing would benefit the village and would be a use more sympathetic to the site.</p> <p>The village newsletter that is due out in November could be used to publicise a community event.</p>	
16/09/09	To discuss outcomes of play area consultation meeting and next steps	
	<p>A meeting was held at the play area on Friday 23rd September to see if parents were interested in joining the committee that looks after the play area. A number of parents were there with their children, but only one agreed to put their name down.</p>	

	<p>The recommended next steps are: For the parish council to formally take over the running/management of the play area.</p> <p>Charity to be wound up and all the fixed assets to be transferred to the parish council.</p> <p>Two existing playing field committee members to hold a meeting to agree to close the charity and transfer assets to the parish council and inform the Charities Commission that the charity has closed.</p> <p>Parish Council to inform East Riding Council of the change.</p> <p>Parish council to widen the membership of the parish council play area committee to include the interested parent and the school – to be agreed at a future parish council meeting.</p> <p>JS and NF expressed an interest in joining an expanded committee. It was also commented on that the grass in the toddlers play area needs cutting. Clerk to ask parish gardener to attend.</p> <p>The parish council is in agreement with the above recommendation.</p> <p>Proposed: DJ Seconded: JS Outcome: All agreed.</p> <p>Clerk to contact remaining committee members to request they have a final trustees meeting to agree to close the charity and transfer the fixed assets to the parish council.</p>	<p>Clerk</p> <p>Clerk</p>
16/09/10	To adopt Data Protection Policy and CCTV policy	
	<p>These policies are needed for the parish council as we hold data and CCTV has been installed at the play area.</p> <p>Proposed: AB Seconded: JK Outcome: All agreed.</p> <p>Clerk to place signed copies in operating file.</p>	<p>Clerk</p>
16/09/11	To agree quote for new noticeboard	
	<p>The parish council secured a grant of £1124 from the Burton Pidsea Wind Farm fund to purchase an additional noticeboard.</p> <p>Quotes to consider:</p> <p>Harry Stebbing (Norfolk) £1543.50 plus vat (308.70) total: £1852.20</p> <p>Brian Fawcett (Burstwick) £1115.65 plus vat (223.13) total: £1338.78 this includes fitting</p> <p>Following discussion, Brian Fawcett's quote was chosen as the parish council are keen to support local trades.</p> <p>Proposed: NF Seconded: JS Outcome: All agreed.</p> <p>Clerk to speak to Harry Stebbing Workshop about the decision and to place order with Fawcetts.</p>	<p>Clerk</p>

16/09/12	To discuss and agree a solution for the derelict flower boxes at village entrances	
	<p>A resident has made a complaint about the state of the flower boxes and how they don't give a good impression of the village.</p> <p>There are three flower boxes in various stages of decay at the following locations – Station Road, Ellifoot Lane and Hariff Lane.</p> <p>It was agreed to remove them and to look at designs for brick built flower boxes.</p> <p>Proposed: MA Seconded: JK Outcome: All agreed.</p> <p>Clerk to remove them from the asset register.</p>	Clerk
16/09/13	To agree to extend membership of finance / personnel committee	
	This was deferred to the October meeting.	
16/09/14	To agree training expenditure	
	<p>To consider and agree the following expenditure:</p> <p>Play area inspection course – 11 and 12 October at £75.00 (Cllr. Brown to attend).</p> <p>ERNLLCA annual conference on 18th November, £42.50 plus vat (Clerk to attend).</p> <p>Clerks continuing professional development – enrol on CiLCA £250.00 plus vat.</p> <p>Proposed: MA Seconded: DJ Outcome: All agreed</p>	
16/09/15	To discuss project ideas for next year's action plan	
	<p>To help in setting the budget for next year, councillors were asked to identify projects that they would like to develop and indicate any potential costs. The following long list was put forward.</p> <ul style="list-style-type: none"> • Broadband / WIFI in the village hall • Best kept allotments • Village show / harvest festival • Village open gardens • Scarecrow trail • Brick flower boxes at village entrances (grant fund bid) • Bus shelter flower boxes (grant fund bid) • Emergency committee • Events committee • Developing the office in the village hall for storage / monthly surgeries • Outdoor gym equipment at play area (commuted sums) <p>It was agreed to discuss this list at the next meeting and to highlight any costs to then put forward a short list of projects for 2017-18.</p>	

16/09/16	To agree payments in accordance with the budget																																	
	Approve the schedule of payments for September as follows:																																	
	<table> <tr> <td>ERYC Play area inspection course</td> <td>75.00</td> </tr> <tr> <td>Shaw & Sons - burial receipt book</td> <td>23.82</td> </tr> <tr> <td>HMRC</td> <td>34.40</td> </tr> <tr> <td>Salaries for September (Clerk & Gardner)</td> <td>725.77</td> </tr> <tr> <td>Gardeners expenses: petrol</td> <td>20.00</td> </tr> <tr> <td>Gardeners expenses: puncture repair</td> <td>20.00</td> </tr> <tr> <td>Clerks expenses: stationary</td> <td>3.40</td> </tr> <tr> <td>Clerks expenses: stamps</td> <td>6.60</td> </tr> <tr> <td>Clerks expenses: Land Registry search</td> <td>7.00</td> </tr> <tr> <td>Mr P. T Rimmer: flood pump battery</td> <td>92.24</td> </tr> <tr> <td>Payroll</td> <td>42.00</td> </tr> <tr> <td>Receipts</td> <td></td> </tr> <tr> <td>Cemetery fees</td> <td>140.00</td> </tr> <tr> <td>Compensation payment from Court</td> <td>200.00</td> </tr> <tr> <td>Precept 2nd half</td> <td>9500.00</td> </tr> <tr> <td>CCTV signs payment from school</td> <td>21.22</td> </tr> </table>	ERYC Play area inspection course	75.00	Shaw & Sons - burial receipt book	23.82	HMRC	34.40	Salaries for September (Clerk & Gardner)	725.77	Gardeners expenses: petrol	20.00	Gardeners expenses: puncture repair	20.00	Clerks expenses: stationary	3.40	Clerks expenses: stamps	6.60	Clerks expenses: Land Registry search	7.00	Mr P. T Rimmer: flood pump battery	92.24	Payroll	42.00	Receipts		Cemetery fees	140.00	Compensation payment from Court	200.00	Precept 2nd half	9500.00	CCTV signs payment from school	21.22	
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16/09/18	Items for next month's agenda																																	
	To expand the play area committee																																	
	Date of next meeting: Thursday 20th October 2016																																	
	Meeting closed at: 9.11pm																																	