

BURSTWICK PARISH COUNCIL

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

Thursday 20th October, 2016

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

AGENDA

- 2016/10/01 To note apologies for absence
- 2016/10/02 Councillors to disclose their interests in matters to be discussed
- 2016/10/03 Members of the public are invited to address the council
- 2016/10/04 To confirm the minutes of the meeting held on 29th September 2016
- 2016/10/05 To receive the clerks report and councillor updates
- 2016/10/06 To note correspondence received
- 2016/10/07 To consider planning applications received and note planning decisions
- 2016/10/08 To discuss ideas with Rural Housing Enabler
- 2016/10/09 To review and agree membership of three committees (finance, play area and village hall committees)
- 2016/10/10 To agree shortlist of parish council projects for 2017 – 18
- 2016/10/11 To consider quotes for the replacement of the fence along footpath between Woolam hill and school
- 2016/10/12 To discuss forthcoming actions and events – Road Safety Week and Advent Event
- 2016/10/13 To agree to purchase a table top display unit
- 2016/10/14 To consider and agree setting up a parish council led Neighbourhood Watch Scheme in the village
- 2016/10/15 To receive a quarterly financial update and budget monitoring
- 2016/10/16 To discuss and agree outcomes from Clerks appraisal
- 2016/10/17 To agree payments in accordance with the budget
- 2016/10/18 Items for next month's agenda
- 2016/10/19 To agree to commit charity funds for a gift

The next meeting of Burstwick Parish Council is on Thursday 24th November at 7.30pm at Burstwick Primary School

Issued by Parish Clerk: *R Blackburn*

On: 14.10.2016

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 20th OCTOBER 2016

Present: Cllr. M. Armstrong – Vice Chairman MA
 Cllr. A Brown AB
 Cllr. D James DJ
 Cllr. J Kitchener JK
 Cllr. S Mallinson SM
 Cllr. M Smith MS

Public: 6

Minute	Discussion and agreement	Action
16/10/01	To note apologies for absence	
	Cllr. Fairbank Cllr. Rainforth Cllr. Stamford	
16/10/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. Armstrong – Village Hall, Burton Pidsea Wind Farm Fund Cllr. Brown – allotments Cllr. James – Village Hall, war memorial Cllr. Kitchener – allotments Cllr. Mallinson – allotments, war memorial	
16/10/03	Members of the public are invited to address the council	
	A resident from the houses built behind the Hare and Hounds pub reported that there is no final top surface on the road and no street signs. DJ had made some enquires with East Riding of Yorkshire Council's Highways department. A section 38 agreement is needed between the developer CR Reynolds and East Riding of Yorkshire Council, for the council to adopt the road and this is not in place yet.	
16/10/04	To confirm the minutes of the meeting held on 29th September 2016	
	Signed as a correct record. Proposed: JK Seconded: DJ	
16/10/05	To receive the clerks report and councillors updates	
	Response has been received from Mike Peeke about highways issues raised. He has put forward our suggestions to make Weghill Road junction safer including more regular cutting of the verge, rumble strips and a stop sign at the junction. Regarding Station Road, he advises against the use of mirrors for a number of reasons. Order for noticeboard has been placed with Brian Fawcett. Poppy wreathes have been ordered for Remembrance Sunday service.	

	<p>Hedge cutting at allotments and part of Church Lane has been arranged.</p> <p>Clerk has applied for a Festive Lighting permit from ERYC for the village Christmas tree.</p> <p>Two remaining playing field association trustee members are meeting to agree to close the charity and to transfer the fixed assets to the parish council.</p> <p>A further meeting of the war memorial working group was held on 13th October.</p> <p>Councillor updates:</p> <p>The wooden flower boxes at station Road and Ellifoot Lane have been removed. Wood has been donated to the Cub Scouts for their 100 year celebrations to be held mid-November.</p> <p>A second meeting of the war memorial working group was held. Although the location of the Methodist Chapel roll of honour remains unknown, the names listed are detailed on a Hull Daily Mail article from December 1917. This was obtained with help from the East Riding Archive Studies Centre.</p> <p>Two local contractors have been asked to attend a site visit to look at the work needed, to discuss suggestions from the working group and to give an outline of costs. The plan is to have information ready in time for the November parish council meeting to get full council approval to submit a pre-application to the War Memorial Trust, this will then be submitted December / January. If successful, the grant would only cover 75% of the costs.</p> <p>AB attended two day play area inspection course, the play area has to be inspected daily which the school caretaker does. A more detailed weekly inspection is needed and this could be done during the weekend. A suggestion is to have a meeting of the play area committee and work through the training so everyone is familiar with what is needed and then set up a rota.</p> <p>MA reported that the parish council needs a staff appraisal policy. A good example was found on the web which could easily be adapted.</p>	
16/10/06	To note correspondence received	
	<p>Police Report 10/09/16, theft, Church Lane</p> <p>ASB 14/09/16, youths kicking football at conservatory, Beech Close 21/09/16, neighbour issues, Birchwood Close 09/09/16, vehicle nuisance, Hariff Lane</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 55/16 ERNLLCA September newsletter 56/16 Crime data for September, Humberside Police 57/16 Street Beat Newsletter, Humberside Police 58/16 ERNLLCA District Committee meeting 24th October 59/16 East Riding Association of Rural Community Buildings AGM 22nd October 60/16 Peter Shipp, EYMS regarding recent disruption to services</p>	
	<p>Letters received: Mr Beadle to give notice on allotment plot 44</p>	

	<p>Mr Beadle to express disappointment at the pallets and mess left on grass at Festive Field</p> <p>ERYC Proposed removal of public payphones (to be discussed at November parish council meeting)</p> <p>ERYC Make Time for Winter booklets</p>	
16/10/07	To consider planning applications received	
	<p>Planning applications:</p> <p>16/03035/PLF Construction of vehicular access, 2 West Villas, Burstwick</p> <p>Discussion/outcome: it would restrict parking on the main road, no objections on the basis that a dropped kerb is installed.</p> <p>Proposed: DJ Seconded: JK</p> <p>16/03205/PLF Erection of shed at front and garage at rear, following demolition of existing garage, 7 Sharp Avenue, Burstwick</p> <p>Discussion/outcome: No objections</p> <p>Proposed: DJ Seconded: AB</p> <p>16/03241/PLF Erection of storage building and 2.4m security fencing to boundary and change of use of office building to café, Tony Cook Ltd</p> <p>Discussion/outcome: No objections</p> <p>Proposed: AB Seconded: MS</p>	
	<p>Planning Decisions to note:</p> <p>None</p>	
	<p>Appeal Decisions to note:</p> <p>None</p>	
16/10/08	To discuss ideas with Rural Housing Enabler	
	<p>David Siddle, Rural Housing Enabler from East Riding Council, attended the meeting. His job is mainly to encourage the delivery of housing in rural communities with the population under three thousand people. Over the years the balance of housing in many villages has got out of kilter with larger more expensive homes being built rather than smaller more affordable homes.</p> <p>Affordable homes means houses built by the Council or Housing Association for rent, Shared Ownership Homes were buyers purchase between 25-75% of their homes and pay an affordable rent on the rest and starter homes with a discount.</p> <p>To enable affordable rural housing you need proof of housing need, finance, willing developer and a site. The parish council put forward two sites to be included in the brownfield register but these were deemed too small – Forge Cottage and Nags Head pub. There may be a role for a local housing association to develop these sites.</p>	

	<p>In the housing market report, Burstwick is a popular village, lots of people apply for council housing in the village and 132 people would like to move to Burstwick.</p> <p>The village has an average level of affordable social housing, but the demand is there.</p> <p>Would be happy to organise a housing needs survey. This would involve a letter and survey being distributed to every household in the village, an open afternoon and a report back to the parish council.</p>	
16/10/09	To review and agree membership of three committees	
	<p>Finance / Personnel: one additional member a non-bank signatory</p> <p>Cllr. Kitchener volunteered to join this committee.</p> <p>Proposed: AB Seconded: SM</p> <p>Village Hall Committee: one member</p> <p>Cllr. Brown volunteered for this committee.</p> <p>Proposed: JK Seconded: SM</p> <p>Play area committee: two additional members, plus agree to invite school and parent onto committee.</p> <p>This was deferred to the next meeting as councillors interested in joining this committee were not present.</p>	
16/10/10	To agree shortlist of parish council projects for 2017-18	
	<p>From the long list, the parish agree to take forward the following projects:</p> <p>Emergency Committee – an ad hoc committee to review emergency plan, link effectively with flood wardens and carryout training exercises when needed.</p> <p>War memorial project – to access grants to repair and conserve memorial in time for 2018, along with plans for landscaping the area around the memorial.</p> <p>Bus shelter flower boxes / Brick Flower boxes – to form an application for wind farm grant in 2017.</p> <p>Outdoor gym equipment at the play area – money allocated from commuted sums for this project.</p> <p>Events Working Group – to develop village events including Best Kept Allotments, Village open gardens and Village Show / Harvest Festival / scarecrow trail.</p> <p>Clerk to add estimated costs to the budget for 2017-18 for the war memorial project and events working group.</p> <p>Proposed: AB Seconded: DJ</p>	Clerk

16/10/11	To consider quotes for the replacement of the fence along footpath between Woolam Hill and school	
	<p>The quote provided by Garrett's was preferred, however clerk to check length of fence and ask for a revised quote before proceeding.</p> <p>Proposed: JK Seconded: AB</p>	Clerk
16/10/12	To discuss forthcoming actions and events – Road Safety Week and Advent Event	
	<p>DJ reported that a community speed watch has been arranged on Saturday 26th November as part of Road Safety Week 21-27th November, three people are needed and it will take about 1 hour 30 minutes. A selection of leaflets will be available at the Christmas event on Sunday 27th November.</p> <p>At the Christmas event the parish council will have the craft table and a table to display info about the parish council / road safety information. Can councillors make themselves available for this event to help man the parish council information and to improve our visibility in the community. Clerk will also be attending to help.</p> <p>DJ and AB will be running the Burstwick Bakers Stall.</p> <p>Clerk to email Tracey Netherton to request two tables.</p>	<p>All Cllrs</p> <p>Clerk</p>
16/10/13	To agree to purchase a table top display unit	
	<p>As per example in the supporting papers at £52.00 plus vat</p> <p>Proposed: DJ Seconded: SM</p> <p>Clerk to purchase display boards.</p>	Clerk
16/10/14	To consider and agree setting up a parish council led Neighbourhood Watch Scheme in the village	
	<p>Currently there are no active neighbourhood Watch Schemes in the village, in other areas the parish council takes the lead and then shares information via newsletter, website and twitter.</p> <p>It was reported that there is a small amount of money left over from the previous scheme, which could be used. This will also fit in with the new website and noticeboard.</p> <p>Proposed: DJ Seconded: MA</p> <p>Clerk to email forms to DJ.</p>	Clerk
16/10/15	To receive quarterly financial update and budget monitoring	
	<p>During the second quarter between July and September the parish council had receipts of £13,037.18 and made payments of £5,436.82.</p> <p>The total receipts so far this year are £25,198.94 and total payments are £13,594.16</p> <p>On the budget, the clerk reported that the following areas are within the budget:</p> <ul style="list-style-type: none"> • Office costs/payroll • Wages • Allotments 	

	<ul style="list-style-type: none"> • Village maintenance • Street lights • Section 137 • Insurance • Training <p>The following areas are being monitored:</p> <ul style="list-style-type: none"> • Other parish expenses • Cemetery – unexpected expenses incurred to re-turf the damaged grass are slowly being repaid via court compensation from the perpetrator • Other costs <p>Equipment annual service is over budget due to flood pump A needing new battery. The budget for this area is being increased next year.</p> <p>Clerk to arrange six monthly internal audit with AJACS.</p>	Clerk
16/10/16	To discuss and agree outcomes of Clerks appraisal	
	<p>Appraisal took place on 13th September 2016 with Cllr Rainforth and Armstrong.</p> <p>Targets agreed are to:</p> <ul style="list-style-type: none"> • To gain CILCA qualification • Continue to develop policies that are needed for the Parish Council • Deliver projects on parish council action plan <p>Salary and hours To progress to NJC SCP 20 £10.10 per hour from 1st April 2017 – to reflect broad range of skills needed and working towards the professional qualification CILCA. Clerk to stay on this scale and it will be reviewed every 2 years. Clerk worked on average 4 hours extra per month over the last year, however monthly hours to stay at 52 from 1st April 2017, clerk likes the flexibility and this will be reviewed in a year's time.</p> <p>Pension The parish council has a staging date of 1st April 2017 to provide a workplace pension under auto-enrolment rules. Although the clerk does not earn enough to be automatically enrolled, the clerk earns enough to opt in. Having researched different options, the Clerk has decided not to opt into the workplace pension and will be writing to The Pension Regulator to inform them of the decision.</p> <p>To agree to salary and hours as outlined Proposed: SM Seconded: AB All agreed</p>	

16/10/17	To agree payments in accordance with the budget																											
	<p>Approve the schedule of payments for October as follows:</p> <table style="margin-left: 40px;"> <tr><td>ERNLLCA conference</td><td style="text-align: right;">42.50</td></tr> <tr><td>Tony Grasby - fix allotment gate post</td><td style="text-align: right;">104.00</td></tr> <tr><td>HMRC</td><td style="text-align: right;">7.40</td></tr> <tr><td>Salaries October (Clerk and Gardener)</td><td style="text-align: right;">617.14</td></tr> <tr><td>Gardeners expenses: petrol</td><td style="text-align: right;">20.00</td></tr> <tr><td>Clerks expenses: stamps</td><td style="text-align: right;">6.60</td></tr> <tr><td>Payroll</td><td style="text-align: right;">42.00</td></tr> <tr><td>Public Works Loan Board</td><td style="text-align: right;">291.05</td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2">Receipts</td></tr> <tr><td>Cemetery fees</td><td style="text-align: right;">140.00</td></tr> <tr><td>Cemetery fees</td><td style="text-align: right;">85.00</td></tr> <tr><td>Compensation payment from court</td><td style="text-align: right;">100.00</td></tr> </table> <p>Proposed: SM Seconded: AB Outcome: All agreed</p>	ERNLLCA conference	42.50	Tony Grasby - fix allotment gate post	104.00	HMRC	7.40	Salaries October (Clerk and Gardener)	617.14	Gardeners expenses: petrol	20.00	Clerks expenses: stamps	6.60	Payroll	42.00	Public Works Loan Board	291.05	 		Receipts		Cemetery fees	140.00	Cemetery fees	85.00	Compensation payment from court	100.00	
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16/10/18	Items for next month's agenda																											
	<ul style="list-style-type: none"> • Playing Field Committee • Housing Needs Survey • Energy Park • Commuted sums update on progress / Beacon basket and anchor point / extension needed 																											
16/10/19	To agree to commit charity funds for a gift																											
	<p>This decision was unresolved at the Village Hall trustees meeting in September. Acting as charity trustees for this agenda item, to approve the reimbursement to Mr Ray Cole for a meal for four people at a cost of £65.40, in recognition for the recent hard work redecorating the village hall.</p> <p>Show of hands for approval Number in favour: 5 Number against: 1</p> <p>Cllr. James to inform the management committee of the decision and action.</p>	DJ																										
	Date of next meeting																											
	Thursday 24 th November 2016, 7.30pm at Burstwick Primary School																											
	Meeting closed at: 9.23pm																											