

# BURSTWICK PARISH COUNCIL

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

Thursday 23<sup>rd</sup> February 2017

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

### AGENDA

- 2017/02/01 To note apologies for absence
- 2017/02/02 Councillors to disclose their interests in matters to be discussed
- 2017/02/03 Members of the public are invited to address the council
- 2017/02/04 To confirm the minutes of the meeting held on 26<sup>th</sup> January 2017
- 2017/02/05 To receive the clerks report and councillor updates
- 2017/02/06 To note correspondence received
- 2017/02/07 To consider planning applications received and note planning decisions
- 2017/02/08 To consider granting permission for bees to be kept on allotment plot 50
- 2017/02/09 To consider the quotes for the supply of a portaloo for the allotments
- 2017/02/10 To receive a general update on allotments and agree date for next inspection
- 2017/02/11 To agree that the flood wardens kit can be stored in the village hall
- 2017/02/12 To agree, for insurance purposes to take care of village hall users equipment stored in the hall
- 2017/02/13 To discuss arranging a spring litter pick across the village
- 2017/02/14 To agree to use commuted sums to install additional fencing at the play area
- 2017/02/15 To note employees risk assessments
- 2017/02/16 To consider future banking options due to the closure of the Hedon branch of HSBC
- 2017/02/17 To agree to make a deposit into the NSI Investment Account
- 2017/02/18 To agree payments in accordance with the budget
- 2017/02/19 Items for next month's agenda

**The next meeting of Burstwick Parish Council is on Thursday 30<sup>th</sup> March at 7.30pm at Burstwick Primary School**

Issued by Parish Clerk: *R Blackburn*

On: 17.02.2017

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 23<sup>rd</sup> FEBRUARY 2017**

Present: Cllr. M. Armstrong (in the Chair) MA  
 Cllr. A Brown AB  
 Cllr. N Fairbank NF  
 Cllr. D James DJ  
 Cllr. M Smith MS  
 Cllr. J Stamford JS

Public: 2

MA stated that the parish council will be considering one additional agenda item and this was added at the end to form item 2017/02/19 and items for next month's agenda becomes 2017/02/20.

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>17/02/01</b>	<b>To note apologies for absence</b> Cllr. D Rainforth Cllr. J Kitchener	
<b>17/02/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>  <b>Pecuniary:</b> Non disclosed  <b>Non-pecuniary:</b> Cllr. Armstrong – Burton Pidsea Windfarm Fund Cllr. Brown – Allotments and village hall Cllr. James – Village Hall Cllr. Smith – cemetery Cllr. Stamford – Allotments / school governor	
<b>17/03/03</b>	<b>Members of the public are invited to address the council</b>  Steve Moore Chair of the flood wardens group asked if some their equipment can be stored in the small room in the village hall. This will be discussed in more detail later in the agenda.  Mr Oster reported that since the January meeting he had written to all three ward councillors about concerns over speeding in the village, he has received an acknowledgement from Cllr. Holtby and has spoken to Cllr. Turner on the phone. Cllr. Turner was interested in the issue and was going to speak to a traffic advisor at East Riding of Yorkshire Council (ERYC). There is concern that the ward councillors do not read the minutes and feels that they have done nothing about this issue which is made worse by ERYC throwing out all suggestions to reduce the level of speeding in the village.  He is hoping that Cllr. Turner will attend the March meeting.  Clerk to email the three ward councillors to make them aware that parish council agendas and minutes are uploaded onto the parish council website.  DJ to email PCSOs email address to Mr Ostler to help address the parking issues.	<b>Clerk</b>  <b>DJ</b>

<b>17/04/04</b>	<b>To confirm the minutes of the meeting held on 26<sup>th</sup> January 2017</b>	
	Signed as a correct record. Proposed: NF Seconded: MS All agreed.	
<b>17/05/05</b>	<b>To receive the clerks report and councillors updates</b>	
	<p>Update on decisions taken at previous meeting(s):</p> <p>The housing needs survey closed on 17<sup>th</sup> February, next steps are for the surveys to be analysed and a report produced. David Siddle will present the findings at the March parish council meeting.</p> <p>Productive meeting was held with the flood wardens, the aim is to hold a joint table top exercise to work through an emergency situation, later in the year.</p> <p>The co-option notice is up, one application received so far, the closing date is Thursday 16<sup>th</sup> March, for consideration at the March parish council meeting.</p> <p>Reminder that the parish council has signed up to lead on Neighbourhood Watch in the village, there is a networking event being held in Beverley on Saturday 22<sup>nd</sup> April. JS was interested in attending.</p> <p>The spare parts for the play area are on order and should be arriving soon, Tony Grassby has completed most of the repair works and will fix the remaining items once parts arrive. The play area committee will hold the next inspection in March and a report will be given at the March parish council meeting to include the findings from the annual safety inspection which took place on 1<sup>st</sup> February by the Play Inspection Company.</p> <p>The Burton Pidsea Windfarm Grant fund is open for applications and the parish council will be applying for funding to build brick planters at the village entrances. This was previously agreed, minute ref 2016/10/10.</p> <p>Councillors updates:</p> <p>MA reported that the online application form for the wind farm fund doesn't work and that the information is out of date on the website, but has been making local groups aware it is open.</p> <p>AB requested that Fawcetts needed contacting about progress on the noticeboard.</p> <p>AB reported that there is going to be a new bus service that runs through the village and goes on to Hedon, the information needs to go into the next newsletter to help publicise the service.</p> <p>MA has asked Tony Cook to provide a quote for the March meeting for an anchor point in Festive Field that could be used for a range of purposes e.g. Christmas tree, maypole or beacon.</p>	
<b>17/02/06</b>	<b>To note correspondence received</b>	
	<p><b>Police Report for January</b></p> <p>10/1/2017 Non dwelling burglary, Main Street and Hedon Road</p> <p>10/1/2017 Theft, Ellifoot Lane</p> <p>10/1/2017 Interference with a motor vehicle, Main Street</p> <p>17/1/2017 Assault, Station Road</p> <p>31/1/2017 Theft, Churchill Rise</p>	

	ASB 8/1/2017 Youths being abusive, North Rise	
	<b>Burstwick Parish Council emails</b> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 85/16 ERNLLCA January newsletter 86/16 Humberside Police crime data for January 87/16 Humberside Police Streetbeat newsletter 88/16 ERNLLCA planning training day 89/16 Annual safety inspection report for the play area 90/16 ERYC Community Transport Strategy 2016-2020	
	<b>Letters received</b> Hull and East Riding Citizens Advice annual report and accounts ERYC confirming that the parish can co-opt to fill the councillor vacancy	
<b>17/02/07</b>	<b>To consider planning applications received</b>	
	<b>Planning applications:</b> 17/00378/OUT Erection of detached dwelling and 6 semi-detached dwellings following demolition of existing redundant building (all matters reserved), former builders yard, Appleby Lane, Burstwick  During the discussion strong concerns were raised about road safety, parking and pedestrian provision.  The parish council unanimously agreed to object to this application in its current form for the following reasons:  <ul style="list-style-type: none"> <li>• Driveways front onto Appleby Lane which is narrow with poor visibility</li> <li>• Concerns about cars parking on the lane causing an obstruction</li> <li>• No consideration given to a one-way system on this lane to improve road safety</li> <li>• Safety of pedestrians – there is no footpath</li> </ul> Clerk to submit comments onto ERYC public access system.	<b>Clerk</b>
	<b>Planning Decisions to note:</b> 16/03490/PLF Retention of a detached building, Sangwin Ltd, Hariff Lane, Burstwick Planning permission granted, subject to conditions	
	<b>Appeal Decisions to note</b> None	
<b>17/02/08</b>	<b>To consider granting permission for bees to be kept on allotment plot 50</b>	
	The owner of the bees is a member of the British Bee Keeping Association and has public liability insurance. Plot 50 is a parish garden and is enclosed by a hedge and a gate is being fitted. One councillor expressed concerns about child safety. Clerk also confirmed that this is not blanket permission, further inquiries about keeping bees on allotments will be dealt with on a plot by plot basis.  To agree as outlined above. Proposed: DJ Seconded: MS Outcome: Agreed, with one abstention.  Clerk to inform plot holder and ask for a copy of the public liability insurance certificate.	<b>Clerk</b>

<b>17/02/09</b>	<b>To consider the quotes for the supply of a portaloos for the allotments</b>	
	<p>Following the request at the January meeting, the clerk has sourced two quotes for consideration as follows:</p> <p><b>Addplant Hull</b>  One portable toilet  Weekly service - £22 per week plus vat  Fortnightly service – £18.50 per week plus vat  Delivery £15  Collection £15  Total cost for year based on fortnightly service is:  18.50 x 52 + 15 = £977 plus vat of £195.40 = <u>£1172.40</u></p> <p><b>Nixon Hire</b>  One portable toilet  Weekly service £28 per week plus VAT  Delivery £25  Collection £25  28x52+25=£1481 plus vat of £296.20 = <u>£1777.20</u></p> <p>Following discussion it was agreed that this was not viable due to the cost and fact that only one person had requested it.</p>	
<b>17/02/10</b>	<b>To receive a general update on allotments and agree date for next inspection</b>	
	<p>Plots 42A and 50 now let.</p> <p>Awaiting a response from person who is currently top of the list on plot 42B.</p> <p>The clerk has removed one person from the waiting list; as since 16<sup>th</sup> December 2016 they have not responded to my phone calls, emails or a letter.</p> <p>The plan for plot 32, which is infested with mares tail is that once the outgoing tenant has removed their plants, the plot will be let to an existing tenant free of charge for 2 years who will sort out the mares tail.</p> <p>The next inspection will take place in April, allotment committee to agree on a date.</p>	<b>AB</b>
<b>17/02/11</b>	<b>To agree that the flood wardens kit can be stored in the village hall</b>	
	<p>The flood wardens have the following kit that they would like to store in the village hall:</p> <ul style="list-style-type: none"> <li>• One box</li> <li>• Chargers</li> <li>• Petrol pump (drained)</li> <li>• Discharge pipe</li> <li>• Suction pipe</li> </ul> <p>To agree for the kit above to be stored in the village hall  Proposed: JS  Seconded: AB  Outcome: all agreed</p> <p>DJ to show the room to Steve Moore and discuss access arrangements.</p>	<b>DJ</b>

<b>17/02/12</b>	<b>To agree, for insurance purposes to take care of village hall users equipment stored in the hall</b>	
	<p>Following the request at the previous meeting, clerk has exchanged a number of emails with our insurers regarding cover at the village hall. This revealed that only the building and some content is covered for insurance.</p> <p>The main reason is that the hall is under the parish council policy which assumes the council either owns the property or is responsible for it. The management committee have purchased a separate policy that provides cover for their activities and events that are held at the hall.</p> <p>For the kit that is not already covered by group insurance e.g. Scouts, the parish council agrees to take care of it for insurance purposes</p> <p>Proposed: AB          Seconded: JS          Outcome: All agreed.</p> <p>An inventory of fixtures, fittings and contents is needed from the management committee, DJ agreed to help with a template.</p>	<b>DJ</b>
<b>17/02/13</b>	<b>To discuss arranging a spring litter pick across the village</b>	
	<p>In response to recent complaints from residents about litter, the parish council should be seen to be proactive about this and agree to hold 2 litter picks a year.</p> <p>There are gloves, litter pickers and bags stored in the village hall. Arco are donating more litter picking equipment, DJ is leading on this.</p> <p>During the discussion it was mentioned that if held towards the end of May, then it could be publicised in the newsletter. The parish council would like to involve other groups like the scouts and WI. A provisional date of Saturday 20<sup>th</sup> May was set.</p> <p>It was also suggested to have an incentive for the helpers, at the end of the litter pick, drinks and sandwiches could be provided at the village hall.</p> <p>To agree to hold a village litter pick on 20<sup>th</sup> May.</p> <p>Proposed: DJ          Seconded: AB          Outcome: All agreed.</p>	
<b>17/02/14</b>	<b>To agree to use commuted sums to install additional fencing at the play area</b>	
	<p>Fencing needed along boundary with South Slope Farm field and the play area.</p> <p>Quote from Tony Cook          RoSPA grade fencing 1.2m high, bow top galvanised in green          £54.9 per m, length approx. 60m = £3294 plus VAT</p> <p>Agree to use commuted sums money for this purpose.</p> <p>Proposed: AB          Seconded: DJ          Outcome: All agreed.</p> <p>Clerk to inform Lea Anne Wright at ERYC and write to the occupier of South Slope Farm to request that the barbed wire be removed from a section of fence.</p>	<b>Clerk</b>

<b>17/02/15</b>	<b>To note employees risk assessments</b>	
	<p>Clerk has written a risk assessment for the gardener role and clerk role.</p> <p>Council have noted these documents and made the following suggestions for improvement:</p> <ul style="list-style-type: none"> <li>• Gardeners risk assessment – on lone working to add that gardener to let someone know where he is working and when he will be back home.</li> <li>• Add a review date to both documents</li> </ul> <p>Clerk to make the changes as outlined.</p>	<b>Clerk</b>
<b>17/02/16</b>	<b>To consider future banking options due to the closure of the Hedon branch of HSBC</b>	
	<p>Clerk has looked at how the council receives payments and how it makes payments and where changes are needed. Most of our over counter banking can take place at the Post Office once HSBC shuts in June.</p> <p>Recommendations to consider:</p> <ul style="list-style-type: none"> <li>• To agree that the funeral directors and families are given the option to make future payments electronically</li> <li>• Agree that the gardener is paid by cheque or electronically</li> <li>• To agree to obtain a debit card for the current account to allow to make cash deposits and withdrawals (if necessary) at the Post Office</li> <li>• Clerk to update the Financial Regulations</li> </ul> <p>To agree the recommendations as outlined.</p> <p>Proposed: AB  Seconded: DJ  Outcome: All agreed.</p>	
<b>17/02/17</b>	<b>To agree to make a deposit into the NSI Investment Account</b>	
	<p>To build up reserve account following recent agreed spends.</p> <p>The current balance of the parish council reserve held in the NSI is £12,855.60.</p> <p>To agree to deposit £500.00 into the reserve.</p> <p>Proposed: JS  Seconded: NF  Outcome: All agreed.</p> <p>Clerk to complete paper work and to continue to review on a quarterly basis.</p>	<b>Clerk</b>

<b>17/02/18</b>	<b>Approve Accounts for Payment</b>															
	<p>Approve the schedule of payments for February as follows:</p> <p><b>Payments</b></p> <table data-bbox="272 248 895 443"> <tr> <td>Play Inspection Company</td> <td>78.00</td> </tr> <tr> <td>Deposit into NSI Investment Account</td> <td>500.00</td> </tr> <tr> <td>Salaries for February</td> <td>525.90</td> </tr> <tr> <td>Credit Card - printer inks</td> <td>31.96</td> </tr> <tr> <td>Payroll</td> <td>42.00</td> </tr> </table> <p><b>Receipts</b></p> <table data-bbox="272 533 895 600"> <tr> <td>Cemetery fees</td> <td>170.00</td> </tr> <tr> <td>Compensation payment from court</td> <td>200.00</td> </tr> </table> <p>Proposed: MA  Seconded: AB  Outcome: All agreed.</p>	Play Inspection Company	78.00	Deposit into NSI Investment Account	500.00	Salaries for February	525.90	Credit Card - printer inks	31.96	Payroll	42.00	Cemetery fees	170.00	Compensation payment from court	200.00	
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<b>17/02/19</b>	<b>To consider an application to add a restricted byway to the definitive map in the parish of Burstwick</b>															
	<p>ERYC are consulting on this application at the moment, in their report they recommend that the application should be rejected.</p> <p>The parish council agrees with ERYC, that the application should be rejected.</p> <p>Proposed: NF  Seconded: DJ</p> <p>Clerk to complete paperwork and send back to ERYC</p>	<b>Clerk</b>														
	<b>Items for next month's agenda</b>															
	None put forward.															
	<p><b>Date of next meeting:</b></p> <p><b>Thursday 30<sup>th</sup> March, 7.30pm at the school</b></p>															
	<b>Meeting closed at: 9.36pm</b>															