

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
Tel No: 01964 670549
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To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council at Burstwick Primary School on Thursday 30th March 2017 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 24.03.2017

AGENDA

- 2017/03/01 To note apologies for absence
- 2017/03/02 Councillors to disclose their interests in matters to be discussed
- 2017/03/03 Members of the public are invited to address the council
- 2017/03/04 To confirm the minutes of the meeting held on 23rd February 2017
- 2017/03/05 To receive the clerks report and councillor updates
- 2017/03/06 To note correspondence received
- 2017/03/07 To consider planning applications received and note planning decisions
- 2017/03/08 To receive a report on the results of the Housing Needs Survey
- 2017/03/09 To receive an update from South Holderness Internal Drainage Board on proposal to extend the boards area
- 2017/03/10 To consider information from East Riding Council to tackle speeding traffic in the village
- 2017/03/11 To consider allotment rents for 2018
- 2017/03/12 To agree to set up an annual best kept allotments competition
- 2017/03/13 To consider quotes for the purchase of a new cemetery shed
- 2017/03/14 To consider quote for installing the beacon on Festive Field
- 2017/03/15 To review the parish councils system of internal control
- 2017/03/16 To agree to co-opt to fill the vacancy for parish councillor
- 2017/03/17 To agree to increase hourly wage of gardener as set out by NALC
- 2017/03/18 To agree to reduce clerk's office expense payment to the HMRC rate
- 2017/03/19 To agree payments in accordance with the budget
- 2017/03/20 Items for next month's agenda

The next meeting of Burstwick Parish Council is on 27th April at 7.30pm at Burstwick Primary School

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 30th MARCH 2017

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

Public: 2

Guest speakers:

David Siddle from East Riding of Yorkshire Council (ERYC)

Ralph Ward from South Holderness Internal Drainage Board

Minute	Discussion and agreement	Action
17/03/01	To note apologies for absence Cllr. J Stamford	
17/03/02	Councillors to disclose their interests in matters to be discussed Pecuniary: Non disclosed Non-pecuniary: Cllr. Armstrong – Burton Pidsea Wind Farm Fund, Village Hall Cllr. Brown – Allotments, Village Hall Cllr. James – Village Hall Cllr. Kitchener – Village hall Cllr. Rainforth – Burton Pidsea Wind Farm Fund	
17/03/03	Members of the public are invited to address the council A resident was pleased about the temporary traffic lights on Main Street as they have stopped speeding traffic. One resident stated that they are not happy with dogs being allowed on Festive Field. A resident asked about the proposed development at Integra – will there be enough space at the primary school in the village? A resident stated that a path can't be put down Appleby Lane. Concerns expressed about speeding traffic and the need for long term traffic calming.	
1703/04	To confirm the minutes of the meeting held on 23rd February Signed as a correct record. Proposed: NF Seconded: AB Outcome: All agreed.	

17/03/05	<p>To receive the clerks report and councillors updates</p>	
	<p>Clerk has added the new noticeboard to the asset register and the parish council insurance.</p> <p>Update on allotment plot 50 and the bee hives – unfortunately the bees did not survive the winter, so the hives won't be appearing until a new swarm is secured.</p> <p>The new litter bin that has appeared on Station Road was funded by the lifestyle team and the dog walking group. Clerk to write a thank you letter.</p> <p>The next inspection of the play area is scheduled for Saturday 1st April at 10am, findings to be reported back at the April parish council meeting.</p> <p>HSBC has informed the clerk that due to the bank mandate, we will not be able to obtain a debit card for the current account, they have suggested a deposit card, so that cheques and cash can be banked using the Post Office, forms to be signed at the end of the meeting.</p> <p>Vandalism and subsequent destruction of the new play area sign has been reported to the police.</p> <p>Clerk is receiving regular updates from Yorkshire Water regarding the work to lay a new water main in the village – these will be posted on the parish councils twitter account.</p> <p>Clerk will be submitting the books to the auditor at the start of April for the end of financial year internal audit.</p> <p>Clerk has purchased a 'danger deep water sign' to be mounted on the railings that fence off the drain at the far end of Festive Field.</p> <p>Some reminders for up and coming meetings:</p> <p>The ERYC Village task force walkabout is taking place on Tuesday 2nd May, 9.45 at village hall – chance to highlight repairs needed around the village.</p> <p>The ERYC planning liaison meeting Wednesday 10th May 5.30pm for 6pm start at Hedon Town Hall.</p> <p>Allotment committee to arrange an inspection of the allotments in April.</p>	<p>Clerk</p>
	<p>Councillors updates</p>	
	<p>Cllr. Armstrong attended the pop-in and reported the following:</p> <ul style="list-style-type: none"> • Dog dirt on Festive Field and near the War Memorial • A request for a crossing near the shop • A request for double yellow lines on Main Street and Newbridge Road • The shop will be removing the noticeboard while building work takes place <p>Cllr. Brown reported that a new bus service for Burstwick – No 277 and it's starting on Monday 3rd April. It connects Burstwick with Hedon and Hull. It's a 12 month trial so use it or lose it. The bus will stop on Main Street if you put your hand out and you can also request where to get off.</p> <p>Cllr. James reported that the race night raised £468 for the Village Hall and All Saints Church. The War Memorials Trust have responded to say that the parish council can apply for grant funding for the cleaning and possibly for the inscriptions. The next</p>	

	deadline for applications is 30 th June. ERYC have replaced the chevrons with bigger ones near South Park Farm.	
17/03/06	To note correspondence received	
	<p>Police Report 14/02/2017 Criminal damage, Beech Close 24/02/2017 Putting people in fear of violence, Pinfold Villas 04/02/2017 ASB, youths smashing bottles in the street, The Crescent</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>91/16 ERYC changes to planning application publicity 92/16 Email from Sue Gould – applying for councillor vacancy 93/16 ERNLLCA February newsletter 94/16 Yorkshire Water Re: laying new water main in Burstwick 95/16 ERYC Local Plan newsletter – Winter 2017 96/16 ERYC Village Taskforce Walkabouts 2017 97/16 Response from ERYC regarding phone box consultation – BT will not be closing any from this round 98/16 Humberside Police crime data for February 99/16 Humberside Police Streetbeat Newsletter 100/16 EYMS bus services are changing between Hull-Hedon-Withernsea 101/16 BP Changes to infrastructure provider at Saltend Chemical Park 102/16 ERNLLCA guidance to help with the adoption of the Annual Return 103/16 ERYC Planning Liaison Meeting 104/16 Yorkshire Water update on work to install new water main in village 105/16 ERYC Housing Needs Survey draft final report</p>	
	<p>Letters received Estuary TV re local news from our parishes</p>	
17/03/07	To consider planning applications received	
	<p>Two applications the closing date has past, plans emailed round and responses given by 5 councillors – clerk logged ‘no objections’ to the following: 17/00586/PLF Retention of office building, North Park Farm, Newfield Lane, Lelley 17/00607/PLF Two storey extension to side, 1 Elm Avenue, Burstwick</p> <p>New applications to consider: 17/00526/PLF Two storey extension to the side, 21 Beech Close, Burstwick</p> <p>Cllrs AB, DJ, MA, NF, JK all declared an interest for this application as the applicant is part of the village hall committee.</p> <p>Discussion: No objections.</p> <p>Proposed: MS Seconded: DR Outcome: All agreed.</p> <p>17/00556/PLF Single storey extension to rear of factory, Unit 4, Forkerleys, Hedon Road, Burstwick</p> <p>Discussion: No objections.</p>	

	<p>Proposed: MA Seconded: JK Outcome: All agreed.</p> <p>17/00759/PLF Erection of 5 dwellings, The Old Forge Garage, Main Street, Burstwick</p> <p>Discussion: The parish council object to this application in its current form due to the following reasons: Over development of the site Concerns over vehicle access so near to the junction with Station Road Re-think the layout of the site to reduce the number of properties to 3-4.</p> <p>Proposed: JK Seconded: AB Outcome: All agreed.</p> <p>Clerk to upload comments onto ERYC public access system.</p>	Clerk
	<p>Planning Decisions to note: 17/00058/PLF Construction of dormer windows at front, 14 Willow Road, Burstwick. Planning permission granted subject to conditions.</p>	
	<p>Appeal Decisions to note None this month.</p>	
17/03/08	<p>To receive a report on the results of the Housing Needs Survey</p>	
	<p>David Siddle presented the findings of the housing needs survey to the council. There are two recommendations from the survey</p> <ol style="list-style-type: none"> 1. To develop small infill sites with total of 6-8 units, mainly 2 bedroom properties, some for sale (through shared ownership) and some for rent (social landlord) 2. Should a larger site become available, look to encourage a mixture of house types and tenures <p>A local lettings policy to be developed as and when a site becomes available.</p> <p>Clerk asked if the report will be logged with the planning department, David Siddle confirmed that it will be.</p>	
17/03/09	<p>To receive an update from South Holderness Internal Drainage Board on proposal to extend the boards area</p>	
	<p>Ralph Ward and John Maston gave an update to the parish council.</p> <p>The six drainage boards in the area have merged into one. The new South Holderness IDB was established on 1st April 2013. There is 120 miles of drainage ditches to maintain. There are 12 members and 7 ERYC councillors on the board.</p> <p>The board is looking at fair and sustainable way to make the whole catchment pay towards the costs of maintaining the ditches. Currently 8,000 hectares pay and the board are slowly moving towards all 32,000 hectares in the catchment contributing. There is a consultation process with the government and ERYC.</p> <p>They do cover the outfalls (often on-behalf of the Environment Agency (EA)), at Burstwick they only clear the drain up to the boundary with Hedon. They are not responsible for the doors – that is with the EA.</p>	

	They have no authority over the bank at Tunstall, ERYC do have plans to build a new bank but there is an ongoing issue with land ownership.	
17/03/10	To consider information from East Riding Council to tackle speeding traffic the village	
	<p>The Council considered the following options:</p> <p><u>Speed Indication Device (SIDs)</u> The hire of the device costs £450 for one and £500 for two for a duration of 4 weeks</p> <p><u>Part time 20mph advisory limit</u> Parish Council to fund a part time 20mph advisory limit on Main Street near the school. The only change that needs to be made is to remove the 'Patrol' signs and replace them with 'School 20 when lights show' signs. The cost for this work is approximately £250.</p> <p>Following discussion, it was felt that the advisory limit was a long term option that was more permanent and more cost effective. Clerk confirmed that underspend from last year can be used to cover the costs of this project.</p> <p>Council to agree to commission work to install a part time 20mph advisory limit.</p> <p>Proposed: AB Seconded: JK Outcome: All agreed.</p> <p>DJ to liaise with ERYC to order the works.</p>	DJ
17/03/11	To consider allotment rents for 2018	
	<p>The parish council agreed to raise rents in March 2016, which come into effect from 1st April 2017. The parish council have considered the rent levels and agree to keep them at the current level (see below) and to review again in March 2018.</p> <ul style="list-style-type: none"> • Small allotment £10 (plots 1-14, 16A, 16B, 39, 40, 41A, 41B, 42A, 42B, 44A, 44B) • Parish Garden £10 (plots 45-50) • Large Allotment £15 (plots 15-38, 43) <p>Proposed: MS Seconded: MA Outcome: All agreed (AB abstained from the vote)</p> <p>Clerk to include this information in the allotment letters.</p>	Clerk
17/03/12	To agree to set up an annual best kept allotments competition	
	<p>In October the parish council agreed to have this on the shortlist of projects to develop this year. Clerk would like to send flyer out in the rent letters that are due to go out at beginning of April. Clerk has done some research into how other parishes run their competitions. Agreement is needed on some of the detail of how the competition will run. The parish council agree that:</p> <ul style="list-style-type: none"> • All plots to be entered • An independent panel will judge (3 people) • This year to run with best kept allotment with a winner and 2 runners up • Prizes to include a certificate and garden vouchers • Winners will be presented with their prizes at the village summer event 	

	<p>Proposed: MS Seconded: MA Outcome: All agreed</p> <p>Clerk to include a flyer in the rent letters and to write to local groups and organisations to invite panel members.</p>	Clerk
17/03/13	To consider quotes for the purchase of a new cemetery shed	
	<p>The council were provided with three quotes to consider as follows:</p> <ol style="list-style-type: none"> 1. Sutcliffe Garages – Bolton 6' 6" long by 6' wide is £1400 2. Whiterose Buildings – Goole 6'1" x 6'3" shed is £1278.00 or 7'1" x 11'3" shed is £1503.00 3. Dencroft Garages - 7' x 11' x 6'6 to eaves is £1804 <p>Following discussion the quote chosen was Whiterose Buildings 7' 1" x 11' 3" at £1503 plus VAT.</p> <p>Proposed: MA Seconded: DJ Outcome: All agreed.</p> <p>Clerk to place order with Whiterose Buildings.</p>	Clerk
17/03/14	To consider quote for installing the beacon on Festive Field	
	<p>There is £797 left to spend on the credit note that we hold with Tony Cook Ltd for landscaping work on Festive Field.</p> <p>DJ asked if there were any exclusions on the planning permission, Clerk asked for a drawing of what it would look like. Clerk to check planning application and MA to ask Tony Cook for a drawing.</p> <p>DR suggested that this item is brought back to Aprils meeting for further discussion.</p>	Clerk MA
17/03/15	To review the parish councils system of internal control	
	<p>Clerk reported that this is a requirement as part of approving the council's Annual Return for 2016/17 which will take place at the April parish council meeting.</p> <p>Clerk circulated a review document with the meeting papers. Councillors need to satisfy themselves that the current arrangements for internal control are appropriate and work. There were no questions, Council agrees that the review is satisfactory and there are no concerns.</p> <p>Proposed: NF Seconded: JK Outcome: All agreed.</p>	
17/03/16	To agree to co-opt to fill the vacancy for parish councillor	
	<p>There is one applicant to fill the vacancy, Mrs Susan Gould. Mrs Gould was invited to introduce herself to council.</p> <p>Council agrees to co-opt Mrs Gould to fill the vacancy</p> <p>Proposed: AB Seconded: JK Outcome: All agreed.</p>	

	Clerk to submit paperwork to ERYC.	Clerk																														
17/03/17	To agree to increase hourly wage of gardener as set out by NALC																															
	<p>In 2016 National Association of Local Councils (NALC) agreed a 2 year pay deal for local authority staff on National Joint Council (NJC) pay scales.</p> <p>The parish gardener is currently paid £8.22 on NJC scale 12. This scale will increase to £8.38 from 1st April 2017. This has been included in the budget for 2017/18.</p> <p>Council agrees to implement this wage rise.</p> <p>Proposed: DJ Seconded: MS Outcome: All agreed.</p> <p>Clerk to inform Parish Gardner and payroll service.</p>	Clerk																														
17/03/18	To agree to reduce clerk's office expense payment to the HMRC rate																															
	<p>Clerk reported that the internal auditor, Alan Johnson has flagged this up during the six month audit. HMRC limits home as office expenses to £18.00 per month.</p> <p>Council agrees to reduce the home as office expense payment to the clerk (currently £51.66) to the HMRC rate of £18 per month.</p> <p>Proposed: NF Seconded: MA Outcome: All agreed.</p> <p>Clerk to inform payroll.</p>	Clerk																														
17/03/19	Approve Accounts for Payment																															
	<p>To approve the schedule of payments for March as follows:</p> <table style="margin-left: 40px;"> <thead> <tr> <th colspan="2" style="text-align: left;">Payments</th> </tr> </thead> <tbody> <tr> <td>Brian Fawcett Ltd - noticeboard</td> <td style="text-align: right;">1338.78</td> </tr> <tr> <td>Playdale Playgrounds - spares</td> <td style="text-align: right;">161.62</td> </tr> <tr> <td>Yorkshire Water (allotments)</td> <td style="text-align: right;">76.64</td> </tr> <tr> <td>Seton safety signs</td> <td style="text-align: right;">29.06</td> </tr> <tr> <td>FG Adamson - part for sit-on mower</td> <td style="text-align: right;">38.77</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">15.00</td> </tr> <tr> <td>March salaries (clerk & gardener)</td> <td style="text-align: right;">728.73</td> </tr> <tr> <td>Gardner Expense petrol</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>Gardner Expense seeds</td> <td style="text-align: right;">5.97</td> </tr> <tr> <td>Clerks expenses - paper & envelopes</td> <td style="text-align: right;">4.70</td> </tr> <tr> <td>Clerks expenses - keys cut</td> <td style="text-align: right;">9.90</td> </tr> <tr> <td>Clerks expenses - stamps</td> <td style="text-align: right;">6.72</td> </tr> <tr> <td>Credit Card - Vinyl Banners</td> <td style="text-align: right;">78.49</td> </tr> <tr> <td>Payroll</td> <td style="text-align: right;">42.00</td> </tr> </tbody> </table>	Payments		Brian Fawcett Ltd - noticeboard	1338.78	Playdale Playgrounds - spares	161.62	Yorkshire Water (allotments)	76.64	Seton safety signs	29.06	FG Adamson - part for sit-on mower	38.77	HMRC	15.00	March salaries (clerk & gardener)	728.73	Gardner Expense petrol	40.00	Gardner Expense seeds	5.97	Clerks expenses - paper & envelopes	4.70	Clerks expenses - keys cut	9.90	Clerks expenses - stamps	6.72	Credit Card - Vinyl Banners	78.49	Payroll	42.00	
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17/03/20	Items for next month's agenda							
	Car parking – clerk to invite Car Parking Warden / Manager Seat in play area War memorial grant application							
	Date of next meeting Thursday 27 th April at 7.30pm, Annual Parish Meeting with parish council meeting to follow after.							
	Meeting closed at: 9.45pm							