

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackbourn
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Annual Parish Meeting

Thursday 27th April 2017

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

Everyone Welcome

AGENDA

- 2017/01 Introduction and welcome
- 2017/02 To confirm the 2016 Annual Parish Meeting minutes
- 2017/03 Matters arising from the minutes
- 2017/04 To receive the Chairman's Report
- 2017/05 The public are invited to raise any matters of interest

Issued by Chairman: Mr D Rainforth
On: 21.04.2017

BURSTWICK PARISH COUNCIL

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

To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council at Burstwick Primary School on Thursday 27th April 2017 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 21.04.2017

AGENDA

- 2017/04/01 To note apologies for absence
- 2017/04/02 Councillors to disclose their interests in matters to be discussed
- 2017/04/03 Members of the public are invited to address the council
- 2017/04/04 To confirm the minutes of the meeting held on 30th March 2017
- 2017/04/05 To receive the clerks report and councillor updates
- 2017/04/06 To note correspondence received
- 2017/04/07 To consider planning applications received and note planning decisions
- 2017/04/08 To approve the parish councils statement of accounts for year ending 31st March 2017
- 2017/04/09 To approve the Annual Return Governance Statement for financial year 2016-17
- 2017/04/10 To approve the Annual Return Accounting Statement for financial year 2016-17
- 2017/04/11 To consider funding options to cover the costs of installing a part time advisory 20mph on Main Street
- 2017/04/12 To discuss the viability of installing the beacon on Festive Field
- 2017/04/13 To consider action needed to improve the flower borders on Festive Field
- 2017/04/14 To receive a report from recent play area inspection
- 2017/04/15 To receive a report from the recent allotments inspection
- 2017/04/16 To approve the submission of stage 2 grant application to War Memorials Trust
- 2017/04/17 To adopt Burstwick Housing Needs Survey report
- 2017/04/18 To agree to use Section 137 to purchase refreshments to support community litter pick in May
- 2017/04/19 To agree to pay allotment water rates by direct debit
- 2017/04/20 To agree payments in accordance with the budget
- 2017/04/21 Items for next month's agenda

The next meeting of Burstwick Parish Council is on 25th May at 7.30pm at Burstwick Primary School

BURSTWICK PARISH COUNCIL - ANNUAL PARISH MEETING HELD IN THE SCHOOL ON THURSDAY 27 APRIL 2017

Present:

Cllr. D Rainforth – Chairman
Cllr. M Armstrong
Cllr. A Brown
Cllr. N Fairbank
Cllr. S Gould
Cllr. D James
Cllr. J. Kitchener
Cllr. M Smith
Cllr. J. Stamford

Members of the Public:

One member of the public and PCSO Bainton attended the Annual Parish meeting.

2017/01 Introduction and Welcome

Cllr. Rainforth welcomed everyone to the meeting and explained that he facilitates this meeting on behalf of the community. The annual parish meeting gives the parish council the opportunity to report back to residents on its work over the last 12 months and gives residents the chance to raise issues of local concern.

2017/02 To confirm the 2016 annual parish meeting minutes

The Minutes of the Annual Parish Meeting held on 28 April 2016 were signed as a correct record on 26th May 2016.

2017/03 Matters arising from the minutes

There were no matters arising.

2017/04 To receive the Chairman's Report

The Chairman submitted his report to the meeting as follows:

2016 has been a busy year for the council. I would like to give my thanks to my Vice Chairman Mrs Margaret Armstrong for her support over the past year. I will also take this opportunity to acknowledge the support and commitment that all the Councillors also give.

I would like to acknowledge the work and support of Councillor Steve Mallinson who tendered his resignation and wish him well for the future. We have now co-opted Susan Gould to the vacancy.

The council would not be able to run efficiently and promptly without the support and dedicated work from our Clerk Rose, and I would like to thank her for the hard work and support throughout the year.

Mr Walt Beadle continues to be an asset to the Council in his role as Parish gardener.

The year started with an awareness raising campaign around dog fouling in the village, and a new litter bin was installed along popular dog walking route along Newbridge Road, bin located by East Carr drain.

A second Defibrillator for the village was installed at the Hare and Hounds Pub and a community training session was held in the village hall. The road surface along Church Lane was re-instated improving access to the cemetery. Major repairs to the play area and installation of a new cone climber was funded using commuted sums, along with the installation of benches on Festive Field.

The school and parish council were successful in securing grant funding from the Police and Crime Commissioner to install CCTV in and around the school and play area to protect the site and equipment from vandalism.

Due to concerns raised about speeding through the village an awareness raising campaign for speeding as part of National Road Safety Week took place.

Towards the end of December a kissing gate was installed to allow pedestrian access to Festive Field and shrub borders were planted up around the benches, again funded by commuted sums. The Parish Council also took over the responsibility of running and maintaining the play area after Burstwick Playing Field Association charity was closed due to a lack of new trustees.

In the New Year a pre-grant application was submitted to the War Memorials Trust, as part of securing funding to sensitively restore the village war memorial. In March 2017 a new wooden noticeboard was installed by the village hall, funded by a grant from the Burton Pidsea Windfarm Fund. A housing needs survey was conducted in the village to help guide future housing development.

Projects planned for the next 12 months include:

- To complete landscaping works at Festive Field via commuted sums funding
- To purchase and install new a Cemetery shed
- To hold a Best Kept Allotments Competition
- To continue to develop the village play area
- To construct brick planters for village entrances (forms an application to the Burton Pidsea Windfarm Fund)
- War memorial project to clean the war memorial (forms an application to the War Memorials Trust)
- Events working group, to work together to plan effective community events in the village

2017/05 The public are invited to raise any matters of interest

No matters were raised.

The Annual Parish meeting was declared closed at 7.50pm

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 27th APRIL 2017

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

Public: 1 and PCSO Bainton

Minute	Discussion and agreement	Action
17/04/01	To note apologies for absence	
	None	
17/04/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. D Rainforth – Burrton Pidsea Windfarm Fund Cllr. M. Armstrong - Burrton Pidsea Windfarm Fund, village hall, festive field Cllr. A Brown – allotments, village hall Cllr. N Fairbank – none Cllr. S Gould - none Cllr. D James – village hall Cllr. J Kitchener - village hall Cllr. M Smith – allotments, Nags Head Cllr. J Stamford – allotments, Burstwick primary school</p>	
17/04/03	Members of the public are invited to address the council	
	<p>A resident stated that the Asda bus is stopping soon, council informed resident that the new EYMS 277 service calls at Asda and Morrisons.</p> <p>PCSO Bainton requested permission to hold a monthly police surgery before the parish council meeting, subject to operational duties and rota. Clerk reported the school had already given their permission. DJ to update website with this information and clerk to inform school.</p> <p>PCSO Bainton reported that the railway line was causing a lot of issues recently and urged residents to look at their security at home and to report any suspicious behaviour by calling 101.</p> <p>Clerk asked if any of the perpetrators of the crime spree on 5th March had been caught, PCSO Bainton advised that no one had been caught as there was no forensic evidence and most of the stolen property had been discarded nearby.</p>	DJ Clerk

17/04/04	To confirm the minutes of the meeting held on 30th March 2017	
	Signed as a correct record. Proposed: MA Seconded: DJ	
17/04/05	To receive the clerks report and councillors updates	
	<p>Clerk has been busy preparing the end of year accounts, providing information for the internal audit and completing the annual return form.</p> <p>The internal auditor has completed the audit of the parish council's accounts and books and has provide a report which states there are no concerns, which has been circulated to all councillors.</p> <p>The allotment rents have been collected, with only two payments outstanding. There is one vacant plot which is being offered to the next person on the waiting list.</p> <p>A new cemetery shed is on order, due to be installed at end of August.</p> <p>Reminder that the East Riding of Yorkshire Councils village taskforce visit to take place on Wednesday 3rd May, 9.45am at the village hall.</p> <p>Clerk confirmed that the parking warden will be invited to a future meeting.</p> <p>MA reported that there had been a low number of applications this year to the Burton Pidsea Windfarm Fund. Clerk stated that the application process was complex and the application form was complicated which may have put people off.</p> <p>DJ reported back from the Neighbourhood Watch Networking meeting that took place on 22nd April. Key messages were on fly tipping; do not go through the material for evidence – just report it. Streetscene can also deal with overhanging vegetation and nuisance vehicles, the police can only get involved if the vehicle is causing an obstruction.</p> <p>Council confirmed that dogs are allowed on to Festive Field, but must remain under control at all time and any fouling to be picked up immediately and disposed of in the litter bin, council will continue to monitor the situation. Groups who have booked the village hall for activities that also include using the field may lock/close the pedestrian access gate while using the field e.g. scout groups, mothers and toddlers group, Hedon Children's Centre.</p>	
17/04/06	To note correspondence received	
	<p>Police Report 05/03/2017 Theft of power tools from van, Woolam Hill Theft of Motorcycle, later found discarded nearby, Woolam Hill Burglary in garage, cycle removed but discarded nearby, Woolam Hill Burglary in garage, nothing taken, door damaged, Pinfold Flats Burglary in garage, attempt theft of motorbike, Pinfold Villas Attempt theft of off road motorbike, Nettleton Garth Burglary in garage, motorcycle taken but discarded nearby, Pinfold Lane</p> <p>09/03/2017 Theft of motorcycle from commercial car park Main Street</p>	

	<p>10/03/2017 Theft of a pedal cycle insecure on driveway, Trinity Close</p> <p>25/03/2017 Damage to notice board at Play Park, Main St</p> <p>ASB Several reports of Off Road Motorbikes riding along disused track, Hariff Lane</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>01/17 ERNLLCA Holderness district committee meeting on 18th April 02/17 Humberside Police Crime data for March 03/17 ERNLLCA request for photos from member parishes for their website 04/17 Alan Johnson Internal Auditor – internal audit report for 2016-17 05/17 ERNLLCA April newsletter 06/17 ERNLLCA good councillors training session booking form</p>	
	<p>Letters received ERYC invite to Civic Evensong at Beverley Minster 27th April</p> <p>ERYC invite to celebrate the festival of St. John of Beverley on 7th May</p>	
<p>17/04/07</p>	<p>To consider planning applications received</p>	
	<p>Planning applications: 17/00875/PLF retention and completion of replacement building, Hillcrest, Pinfold Lane, Burstwick</p> <p>Consultation period now closed, clerk circulated plans and based on comments received from 6 councillors, clerk has logged objections to this application.</p> <p>17/01048/PLF single storey extension to front and two storey extension to side following demolition of existing garage, 123 Main Street, Burstwick</p> <p>The parish council has no objections to the above plans.</p> <p>Proposed: MA Seconded: DJ Outcome: All agreed</p> <p>Clerk to log comments on ERYC public access system.</p>	<p>Clerk</p>
	<p>Planning Decisions to note: The following have been granted permission with conditions:</p> <p>17/00607/PLF two storey extension to side, 1 Elm Avenue</p> <p>17/00586/PLF Retention of office building, North Park Farm, Newfield Lane, Lelley</p> <p>The following application has been refused planning permission:</p> <p>17/00378/OUT outline erection of detached dwelling and 6 semi-detached affordable dwellings</p>	

	<p>Appeal Decisions to note: None this month.</p>	
17/04/08	<p>To approve the parish councils statement of accounts for year ending 31st March 2017</p> <p>Council to approve receipts and payments account and bank reconciliation for year ending 31st March 2017. A copy of the signed accounts will be included with these minutes.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed</p>	
17/04/09	<p>To approve the Annual Return Governance Statement for financial year 2016-17</p> <p>The council to approve the annual governance statement.</p> <p>Proposed: AB Seconded: MA Outcome: All agreed.</p>	
17/04/10	<p>To approve the Annual Return Accounting Statement for financial year 2016-17</p> <p>Councillors considered the accounting statement and there were no questions.</p> <p>The council approves the accounting statements for year 2016-17.</p> <p>Proposed: DJ Seconded: AB Outcome: All agreed</p> <p>Clerk to complete paperwork required by the external auditors and send form by 12 June, copies to be taken to be posted on website and noticeboards.</p> <p>Clerk confirmed that the period of public rights to scrutinise the accounts will run from Monday 5th June to Friday 14th July 2017.</p>	Clerk
17/04/11	<p>To consider funding options to cover the costs of installing a part time advisory 20mph on Main Street</p> <p>DJ informed council that the costs of installing the part time 20mph have increased (since council agreed to go ahead with this as the March 2017 meeting) as two new lamp posts will be needed to mount the new signs.</p> <p>The council considered the following options:</p> <ol style="list-style-type: none"> 1. Request ERYC to consider inclusion in the 2018/2019 Forward Programme (although we did not achieve priority rating for this year) 2. Consider inclusion in budget precept for 2018 (if unsuccessful with option 1) 3. Approve revised cost of £850 plus vat in current financial year 4. Consider installing the ATCs outside the school to get an accurate analysis of traffic speed, then depending on the results consider options dependent on findings. <p>DJ reported that if the part time 20mph is installed then Safer Roads Humber may withdraw its speed enforcement on Main Street, DJ will seek clarification to this.</p>	

	<p>DJ stated that since November 2016 there has been 7 hours of camera enforcement in the village, with 17 speeding offences detected, 8 last year and 9 this year.</p> <p>PCSO Bainton confirmed that the community speed-watch can take place in a 20mph zone.</p> <p>The council felt that this project is a priority and something needs to be done before there is a fatal accident.</p> <p>Clerk stated that the extra money needed to fund this project would come from underspend from 2016-17 budget, higher than predicted VAT return and diverting £500 allocated for a new litter bin.</p> <p>It was proposed to choose option 3, the parish council pay the increased costs.</p> <p>A vote was taken and all 9 councillors voted in favour of option 3.</p> <p>DJ to liaise with ERYC regarding the work needed.</p>	DJ
17/04/12	To discuss the viability of installing the beacon on Festive Field	
	<p>MA reported that there is a company that make gas beacons that can be put up and taken down.</p> <p>It was agreed to bring this back to the next meeting, with price, spec and photos for agreement.</p>	
17/04/13	To consider action needed to improve the flower borders on Festive Field	
	<p>The flower borders will need ongoing maintenance, a village resident is willing to donate some plants.</p> <p>AB suggested that the borders need properly digging over first, before anymore planting or mulch.</p> <p>Clerk to arrange a Saturday dig in June to sort them out.</p>	Clerk
17/04/14	To receive a report from recent play area inspection	
	<p>The annual safety inspection in February has highlighted a number of areas and the most recent parish council inspection picked up a couple of others. The priorities for the play area maintenance this year include:</p> <ul style="list-style-type: none"> • Monitor decay in all wooden posts and replace when necessary • Remove the play panels in the toddlers area due to rot and breakage (the 2 working panels have been offered to the school) • Purchase of new metal bench in the toddlers area • Remove the damaged side nets from the multi-use games area • Purchase new seat units for toddlers and junior swings <p>Clerk to bring quotes for above items to future meeting for agreement.</p>	Clerk
17/04/15	To receive a report from the recent allotments inspection	
	<p>An inspection took place on 10th April with a follow up visit shortly after the Easter bank holiday weekend.</p> <p>AB reported that all the allotments were being maintained.</p>	

17/04/16	To approve the submission of stage 2 grant application to War Memorials Trust	
	<p>DJ confirmed that the parish council have received a response from the War Memorials Trust that we can proceed with a full grant application for cleaning of the memorial.</p> <p>Council to agree to submit 2nd stage application for this project.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed.</p> <p>DJ is to source additional quotes as required by the grant conditions and submit form in June.</p>	DJ
17/04/17	To adopt Burstwick Housing Needs Survey report	
	<p>Burstwick Parish Council formally adopts the Housing Needs Survey.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed.</p> <p>Clerk to inform David Siddle at ERYC.</p>	Clerk
17/04/18	To agree to use Section 137 to purchase refreshments to support community litter pick in May	
	<p>Community wide litter pick is being held on Saturday 20th May. Refreshments are being offered as a thank you for participants after the litter pick.</p> <p>Council to agree to spend up to a set limit on basic refreshments e.g. sausage sarnies, tea, coffee, biscuits – suggested limit £50.</p> <p>Proposed: AB Seconded: JK Outcome: All agreed.</p> <p>Clerk to make arrangements to purchase the refreshments.</p>	Clerk
17/04/19	To agree to pay allotment water rates by direct debit	
	<p>Clerk requested the council to consider paying the allotment water rates by direct debit, as often the paper bills arrive out of sync with the parish council meetings and do not get paid on time.</p> <p>Council to agree to set up a direct debit to pay the water rates.</p> <p>Proposed: JK Seconded: DJ Outcome: All agreed.</p> <p>Clerk to complete forms and send off to Yorkshire Water.</p>	Clerk

17/04/20	Approve Accounts for Payment																																																				
	<p>Approve the schedule of payments for April as follows:</p> <table style="margin-left: 40px;"> <tr> <td colspan="3">Payments</td> </tr> <tr> <td>AJACS - internal audit fee</td> <td></td> <td style="text-align: right;">325.00</td> </tr> <tr> <td>ERNLLCA membership fee</td> <td></td> <td style="text-align: right;">638.17</td> </tr> <tr> <td>ERYC litter bin @ Newbridge Road</td> <td></td> <td style="text-align: right;">452.59</td> </tr> <tr> <td>ERA of RCB membership fee</td> <td></td> <td style="text-align: right;">75.00</td> </tr> <tr> <td>HMRC</td> <td></td> <td style="text-align: right;">18.80</td> </tr> <tr> <td>Salaries for April (Clerk & Gardner)</td> <td></td> <td style="text-align: right;">708.76</td> </tr> <tr> <td>Gardeners expenses - petrol</td> <td></td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>Clerks mileage</td> <td></td> <td style="text-align: right;">29.25</td> </tr> <tr> <td>Hanson Garages (cemetery shed)</td> <td></td> <td style="text-align: right;">1239.97</td> </tr> <tr> <td>PWLB repayment street lights</td> <td></td> <td style="text-align: right;">291.05</td> </tr> <tr> <td>Payroll</td> <td></td> <td style="text-align: right;">42.00</td> </tr> <tr> <td colspan="3"> Receipts</td> </tr> <tr> <td>Allotment rents</td> <td></td> <td style="text-align: right;">560.00</td> </tr> <tr> <td>Cemetery fees</td> <td></td> <td style="text-align: right;">310.00</td> </tr> <tr> <td>Compensation payment from court</td> <td></td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>ERYC Precept 1st half</td> <td></td> <td style="text-align: right;">9680.50</td> </tr> </table> <p>Proposed: MA Seconded: AB Outcome: All agreed.</p>	Payments			AJACS - internal audit fee		325.00	ERNLLCA membership fee		638.17	ERYC litter bin @ Newbridge Road		452.59	ERA of RCB membership fee		75.00	HMRC		18.80	Salaries for April (Clerk & Gardner)		708.76	Gardeners expenses - petrol		40.00	Clerks mileage		29.25	Hanson Garages (cemetery shed)		1239.97	PWLB repayment street lights		291.05	Payroll		42.00	 Receipts			Allotment rents		560.00	Cemetery fees		310.00	Compensation payment from court		100.00	ERYC Precept 1st half		9680.50	
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