

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackbourn
Tel No: 01964 670887
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 July 2017 at 7.30pm to transact the following business.

Rose Blackbourn Parish Clerk Issued on: 21.07.2017

AGENDA

- 2017/07/01 To note apologies for absence
- 2017/07/02 Councillors to disclose their interests in matters to be discussed
- 2017/07/03 Members of the public are invited to address the council
- 2017/07/04 To confirm the minutes of the meeting held on 29th June 2017
- 2017/07/05 To receive the clerks report and councillor updates
- 2017/07/06 To note correspondence received
- 2017/07/07 To consider planning applications received and note planning decisions
- 2017/07/08 To discuss safety issues at Weghill Road junction
- 2017/07/09 To agree to purchase village signs for planters
- 2017/07/10 To consider quote for laying a new section of concrete path at Woolam Hill
- 2017/07/11 To adopt the parish council Training and Development Policy
- 2017/07/12 To receive a quarterly financial update and budget monitoring
- 2017/07/13 To consider information supplied by Glazik Kershaw Accountants (payroll provider) regarding tax enquiries
- 2017/07/14 To agree payments in accordance with the budget
- 2017/07/15 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 31st August at 7.30pm at Burstwick Primary School

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 27th JULY 2017

Present: Cllr. D Rainforth – Chairman DR
 Cllr. M. Armstrong MA
 Cllr. N Fairbank NF
 Cllr. D James DJ
 Cllr. M Smith MS

Public: 4

Minute	Discussion and agreement	Action
17/07/01	To note apologies for absence	
	Cllr. A Brown Cllr. S Gould Cllr. Stamford	
17/07/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. D Rainforth – Burton Pidsea Wind Farm Fund Cllr. M. Armstrong Cllr. N Fairbank Cllr. D James – village hall Cllr. M Smith – allotments	
17/07/03	Members of the public are invited to address the council	
	A resident asked about the gala held on 22 nd -23 rd July – was it fund raising? DJ confirmed that it was raising funds for the Village Hall and All Saints Church	
17/07/04	To confirm the minutes of the meeting held on 29th June 2017	
	Signed as a correct record. Proposed: DJ Seconded: NF Outcome: All agreed.	
17/07/05	To receive the clerks report and councillors updates	
	<ul style="list-style-type: none"> The first best kept allotment competition was a success with Mr Thompson of plot 17 the overall winner and Mrs Huddleston of plot 3 and Mr Thompson of plot 16A worthy runners up. Prizes were awarded at the summer gala on 22nd July. A site meeting was held to agree location of a permanent beacon on Festive Field, Tony Cook Ltd will be doing the installation work later in August. A site meeting was held to agree location of two brick planters; one on Station Road and another on Hedon Road by the bridge. East Riding of Yorkshire Council have confirmed that we do not need planning permission to build the planters. The contractor estimates that work will start towards end of August. 	

	<ul style="list-style-type: none"> • There has been no interest in the vacancy for parish councillor, the adverts have been updated with new closing date of Thursday 24th August, they have also been put on social media and the website • Clerk has spoken with ERYC regarding bus stops and they confirm that if stops were put in for the 277 then the hail and ride would end, clerk suggests that if at the end of the trial year the service continues then the parish council would put out a survey via the newsletter to ask what the residents would prefer – hail and ride or permanent bus stops • Cllr. Turner has confirmed that he has moved out of the village, and shared his new contact details with the clerk. <p>Councillor updates:</p> <ul style="list-style-type: none"> • DJ confirmed that the summer gala raised £200 for the village hall and £150 for All Saints Church 	
17/07/06	To note correspondence received	
	<p>Police Report</p> <p>13th June - Damage to jeti, ropes burnt, Hariff Lane 15th June – ASB ball kicked to side of house, Beech Close 18th June – ASB off road motorbikes, Station Road</p>	
	<p>Burstwick Parish Council emails</p> <p><i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>21/17 Humberside Police Streetbeat Town and Parish Council Newsletter 22/17 East Riding of Yorkshire Council notes from the parish council planning liaison meeting 23/17 Stephen Hunt, Head of Planning, response to our complaint over planning decisions at Hillcrest, Pinfold Lane, Burstwick 24/17 Humberside Police monthly crime data 25/17 ERNLLCA July newsletter</p>	
	<p>Letters received</p> <p>Mr Morris regarding bus stops in the village</p> <p>East Riding of Yorkshire Council confirming parish council can co-opt to fill vacancy</p> <p>Mr Hunt, Head of Planning in response to the parish council’s letter of complaint over planning decisions at Hillcrest, Pinfold Lane</p> <p>Glazik Kershaw Accounts regarding tax enquiries</p>	
17/07/07	To consider planning applications received	
	<p>Planning applications:</p> <p>None this month</p>	
	<p>Planning Decisions to note:</p> <p>17/01597/PLF Two storey extension to side with link to existing garage, 1 Elm Avenue, Burstwick</p> <p>Planning permission granted, subject to conditions</p>	
	<p>Appeal Decisions to note</p> <p>None this month</p>	

	<p>To discuss the issues around the locked gate on the allotments</p> <p>Chairman sought approval to add this item at short notice.</p> <p>Proposed: MA Seconded: NF</p> <p>One allotment holder raised concerns about the locked gate (the path cuts across parish garden 46), it was always free access and easy to get your implements on to your plot. If it is going to be locked then it can't be selective, a spare key needs to be held by the parish council.</p> <p>MS confirmed that the gate that has been locked is only an access point on to parish gardens 46 and 47 and is not an access point to the rest of the allotments.</p> <p>The allotment holder stated that the access at Station Road isn't good as the owner of New Moon Cottage parks vehicles and caravan right in front of the allotments entrance. MA knew some of the history to this and will look into it.</p> <p>The council asked the allotments committee to hold an emergency allotments inspection to look at access, grass paths and over grown plots, to report back at the August meeting.</p>	MA
17/07/08	<p>To discuss safety issues at Weghill Road junction</p> <p>NF stated that something has to be done to improve the safety of the junction before there is a bad accident. Various suggestions were put forward including:</p> <ul style="list-style-type: none"> • 30 mph speed limit • Changing the right of way • Road markings • 'Stop' sign on the junction instead of give way <p>Clerk to write to Mike Peeke to ask if there is a possibility of improved road markings/rumble strips and a stop sign.</p>	Clerk
17/07/09	<p>To agree to purchase village signs for planters</p> <p>Parish Council to agree on a village sign for the brick planters. Council have been provided with two prices to consider as follows:</p> <p>Basic die pressed aluminium street sign from £42.00 plus vat each.</p> <p>Cast metal sign priced at £195.00 plus vat each including delivery.</p> <p>The discussion was opened up to the public and the outcome was that both the public and councillors preferred the cast metal sign.</p> <p>Proposed: MA Seconded: MS Outcome: All agreed</p> <p>Clerk to contact manufacturer to ask for a proof before proceeding with the order.</p>	Clerk
17/07/10	<p>To consider quote for laying a new section of concrete path at Woolam Hill</p> <p>One quote to consider from AR Garrett at £860 plus VAT</p> <p>Recommend that two further quotes are sought and brought back to a future meeting, most probably the October meeting.</p>	

	As the costs haven't been budgeted for this year, the parish council to consider adding it to the precept for 2018/19.	
17/07/11	To adopt the parish council Training and Development Policy	
	<p>Clerk is currently studying for the CiLCA qualification and is on unit 4 of 5.</p> <p>The policy has been circulated with the meeting papers, there were no questions from councillors.</p> <p>Council to adopt policy.</p> <p>Proposed: MS Seconded: DJ Outcome: All agreed.</p>	
17/07/12	To receive a quarterly financial update and budget monitoring	
	<p>Figures were circulated with meeting papers.</p> <p>Clerk confirmed that at 30th June the parish council had receipts totalling £14,062.85 and made payments totalling £7,036.40.</p> <p>Bank balances as per 30th June were £13,355.60 in the reserves account, £11,611.00 in the deposit account and £1,218.81 in the current account.</p> <p>The budget monitoring shows that current expenditure is within budget.</p> <p>There were no questions.</p>	
17/07/13	To consider information supplied by Glazik Kershaw Accountants (payroll provider) regarding tax enquiries	
	<p>Clerk received a letter regarding this.</p> <p>Parish council to consider purchasing insurance at £42.00 per year. There were some questions raised about why the council would need this considering our accounts are audited both internally and externally. Clerk was asked to find out more about this and to determine if any parish council had been subject to an audit.</p> <p>Proposed: MA Seconded: MS Outcome: All agreed.</p> <p>Clerk to ask Galzik Kershaw for more info and contact ERNLLCA for their advice.</p>	Clerk

17/07/14	To agree payments in accordance with the budget																									
	<p>To approve the account for July as follows:</p> <table data-bbox="427 185 1166 734"> <tr> <td>PKF Littlejohn Accountants - external audit fee</td> <td>240.00</td> </tr> <tr> <td>Rowett Insurance - motor insurance sit on mower</td> <td>150.00</td> </tr> <tr> <td>T Grassby - play area repairs/maintenance</td> <td>473.00</td> </tr> <tr> <td>ERYC name badge</td> <td>5.16</td> </tr> <tr> <td>Cllr. D James - expenses summer gala S137</td> <td>225.00</td> </tr> <tr> <td>HMRC</td> <td>31.60</td> </tr> <tr> <td>Salaries for July (Clerk and gardener)</td> <td>758.81</td> </tr> <tr> <td>Clerk expenses - mileage to bank</td> <td>8.10</td> </tr> <tr> <td>Gardeners Expenses - petrol</td> <td>45.00</td> </tr> <tr> <td>Gardeners Expenses - guttering for shed</td> <td>1.56</td> </tr> <tr> <td>Glazik Kershaw Payroll Service</td> <td>42.00</td> </tr> <tr> <td> Receipts</td> <td> 0.00</td> </tr> </table> <p>Proposed: MS Seconded: MA Outcome: All agreed</p>	PKF Littlejohn Accountants - external audit fee	240.00	Rowett Insurance - motor insurance sit on mower	150.00	T Grassby - play area repairs/maintenance	473.00	ERYC name badge	5.16	Cllr. D James - expenses summer gala S137	225.00	HMRC	31.60	Salaries for July (Clerk and gardener)	758.81	Clerk expenses - mileage to bank	8.10	Gardeners Expenses - petrol	45.00	Gardeners Expenses - guttering for shed	1.56	Glazik Kershaw Payroll Service	42.00	 Receipts	 0.00	
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	Allotments inspection outcome Beacon																									
	Date of next meeting Thursday 31 August 2017, 7.30pm in the primary school																									
	Meeting closed at: 20.45pm																									