

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
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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 31st August 2017 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 25.08.2017

AGENDA

- 2017/08/01 To note apologies for absence
- 2017/08/02 Councillors to disclose their interests in matters to be discussed
- 2017/08/03 Members of the public are invited to address the council
- 2017/08/04 To confirm the minutes of the meeting held on 27th July 2017
- 2017/08/05 To receive the clerks report and councillor updates
- 2017/08/06 To note correspondence received
- 2017/08/07 To consider planning applications received and note planning decisions
- 2017/08/08 To consider report from recent allotments inspection
- 2017/08/09 To consider and comply with the conditions of the War Memorial Trusts grant offer
- 2017/08/10 To discuss play area safety issues (nettles, litter bin and gates)
- 2017/08/11 To consider information supplied by Glazik Kershaw Accountants (payroll provider) regarding tax enquiries
- 2017/08/12 To agree to amend payroll standing order to reflect increase in monthly charge
- 2017/08/13 To agree to co-opt to fill the vacancy for parish councillor
- 2017/08/14 To agree payments in accordance with the budget
- 2017/08/15 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 28th September 2017 at 7.30pm at Burstwick Primary School

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 31ST AUGUST 2017

Present: Cllr. D Rainforth – Chairman DR
 Cllr. N Fairbank NF
 Cllr. S Gould SG
 Cllr. D James DJ
 Cllr. M Smith MS
 Cllr. J Stamford JS

Public: 7

Minute	Discussion and agreement	Action
17/08/01	To note apologies for absence	
	Cllr. A Brown	
17/08/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. D Rainforth – Burton Pidsea Windfarm Fund Cllr. N Fairbank – none Cllr. S Gould – allotments Cllr. D James – village hall Cllr. M Smith – allotments Cllr. J Stamford – allotments, village hall and school</p>	
17/08/03	Members of the public are invited to address the council	
	<p>A residents asked if the parish council noticeboard is going back up on the village shop wall. Clerk has asked for it to go back up but is awaiting a response from the shop owner.</p> <p>A resident asked about what is happening with Stutts Cottage/Old Forge Cottage as the site has been left vacant after the demolition of the cottage and there are safety concerns. It was reported that the owner lives out of the village, clerk has already contacted ERYC building control but has had no answer, will chase up.</p> <p>A resident complained about the small roundabout at Main Street, Hariff Lane and Newbridge Road; as the traffic drives fast going out of the village making it dangerous if you are coming onto the roundabout from Newbridge Road direction. The parish council has raised issues with this roundabout in the past with ERYC, Clerk to email highways engineer.</p> <p>A number of residents wanted to speak about the access issues at the allotments, these are raised under that agenda item.</p>	<p>Clerk</p> <p>Clerk</p>

17/08/04	To confirm the minutes of the meeting held on 27th July 2017	
	Signed as a correct record. Proposed: DJ Seconded: MS Outcome: All agreed.	
17/08/05	To receive the clerks report and councillors updates	
	<p>Clerk gave the following updates to the meeting:</p> <ul style="list-style-type: none"> • As you will all be aware, our long serving councillor Margaret Armstrong has resigned due to her husband's declining health, we offer thanks for her dedication and commitment to the parish council and the village. We wish her well during this difficult time. • Cllr. Brown had asked if ERYC had any compost left from its annual give-away for the border on Festive Field and the new brick planters, clerk has contacted ERYC and they have confirmed that it has all gone. • Clerk confirmed that the lost cheque that was discussed in the June meeting has now been banked. • The External Auditors have returned the Annual Return form confirming that the information provided is in accordance with proper practice and there are no other matters that the parish council need to be aware of or deal with. This form will be displayed on the noticeboard and website in September. • Clerk has completed paper work for the Club/Organisation Accreditation Scheme (previously called ERCVYS) that ERYC is now running, this will enable the parish council to continue to bid for commuted sums funding • Clerk reminded council about the code of conduct training from ERYC, the closest session takes place on Wednesday 25th October, 10am, Shores Centre, Withernsea • Clerk emailed Mike Peeke following the councils discussion about Weghill Road junction at the July meeting, he has forwarded the suggestion of rumble strips and a stop sign to the Traffic and Parking team at ERYC • The parish gardener has reported large amounts of dog muck in Festive Field – this will be discussed in the September meeting • The parish gardener has reported that some properties that bound the cemetery are dumping rubbish/garden waste into the cemetery – could the cemetery committee start doing quarterly inspections, as the parish council may need to send letters to the offending properties. • Thank you to Cllrs Brown, Fairbank and Gould who have been checking the play area and litter picking over the summer holidays <p>Cllrs updates</p> <ul style="list-style-type: none"> • Nothing to report 	
17/08/06	To note correspondence received	
	Police Report None this month	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>26/17 Code of Conduct training, ERYC 27/17 Letter from planning enforcement re: Hillcrest 28/17 East Riding of Yorkshire Rural Strategy 2016-2020: Annual Review 2017/18</p>	

	<p>Letters received</p> <p>War Memorials Trust – grant offer letter and supporting paperwork</p> <p>East Riding Clinical Commissioning Group – re admissions being suspended at Withernsea Hospital</p> <p>Letter from a resident regarding a parking issue – I have spoken to ERYC about the issue and have written back to the resident advising them to contact ERYC</p>	
17/08/07	To consider planning applications received	
	<p>Planning applications:</p> <p>None this month</p>	
	<p>Planning Decisions to note:</p> <p>None this month</p>	
	<p>Appeal Decisions to note</p> <p>None this month</p>	
17/08/08	To consider report from recent allotments inspection	
	<p>The report has been included in the supporting papers, to consider the recommendations as follows:</p> <p>Overgrown plots:</p> <p>Plot 7 – the tenant has already been asked to tidy, if there is no improvement by October, notice to be issued</p> <p>Plot 9 – has just be let to new owners of Wassail Cottage – could the council help remove the rubbish and concrete from the plot? MS to speak to the new tenant.</p> <p>Plot 32 – under recovery, but full of weeds that could spread to neighbouring plots, gentle reminder needed. MS reported that the tenant is due to spray off the plot shortly.</p> <p>Plot 42B – little or no work this season and is full of weeds, warning letter to be sent, if no improvement by October then notice to be issued</p> <p>The parish council discussed the possibility of hiring a skip for a weekend, to allow tenants to dispose of waste / rubbish from their plots. Clerk to bring prices back to the September meeting.</p> <p>Council to agree to actions needed to resolve overgrown plots as outlined above. Proposed: SG Seconded: MS Outcome: All agreed</p> <p>Chairman asked council if the next section could be opened up to the public for discussion. Proposed: NF Seconded: MS Outcome: All agreed</p> <p>Access / Paths: Parish gardener has cut the main paths from both the side gate and Hariff Lane gate using the sit on mower, this makes access to all allotments easier. This to be continued</p>	<p>MS</p> <p>Clerk</p> <p>Clerk</p>

	<p>to solve any further access problems. Allotment holders should maintain the paths between their plots.</p> <p>A number of tenants who use the informal access across parish gardens 46 and 47 were present at the meeting. They stated that the access path is used by a lot of people to get to their plots and were unhappy that the gate has been locked.</p> <p>The parish council acknowledge that locking this access is now causing more problems and there are also health and safety issues to consider with young families having to walk along the main road to get to the allotments.</p> <p>The parish council proposed that all locks (parish gardens 46, 47 and 48) are temporarily removed for the month of September, a site meeting will be held to review access and the council to report back at the September meeting.</p> <p>Proposed: MS Seconded: DJ Outcome: All agreed</p> <p>Clerk to speak to tenants of 46, 47 and 48 and arrange site visit.</p> <p>Hedges: Some of the hedges bordering Hariff Lane are very long and obstructing the view of traffic. Recommendation – parish council is responsible, they will be cut in the autumn by local farmer Dave Buckton (he does them every year).</p> <p>Council to arrange annual hedge cutting at the allotment with local farmer. Proposed: NF Seconded: MS Outcome: All agreed</p>	<p>Clerk</p> <p>Clerk</p>
<p>17/08/09</p>	<p>To consider and comply with the conditions of the War Memorial Trusts grant offer</p>	
	<p>The parish council has been awarded £1130 towards the costs of cleaning and conserving the memorial, this is approx. 75% of the cost with the parish council paying 25% (this has been budgeted for).</p> <p>Steps to follow before work starts, need to allocated names to the following tasks:</p> <ol style="list-style-type: none"> 1. Sign and date both copies of the grant contract – Chairman to sign 2. Contact contractor – they need to read the method statement and sign and date the Contractor Declaration – Clerk to arrange 3. Complete BACS form – Clerk 4. Return grant contract, contractor declaration and BACS form to War Memorials Trust – Clerk to arrange 5. Make an application to In Memoriam 2014 for SmartWater – there is a condition that you must apply SmartWater to the metal elements of your war memorial 6. Parish council agree to make an application to In Memoriam 2014 for SmartWater Proposed: SG Seconded: MS Outcome: All agreed 	

	<p>7. Decide if the parish council are going to do any media work</p> <p>8. Contact contractor to confirm start date, do this 2 weeks before work is due to start – notify War Memorials Trust – Clerk to arrange</p>	
17/08/10	To discuss play area safety issues (nettles, litter bin and gates)	
	<p>The following issues have been identified over the summer during the regular safety checks:</p> <p>Need to arrange the strimming or spraying off of nettles.</p> <p>The council suggested strimming the nettles would be safer.</p> <p>Proposed: DJ Seconded: SG Outcome: All agreed</p> <p>Clerk to ask parish gardener to trim the nettles</p> <p>To consider either purchasing a new litter bin to be located near the Encounter shelter or moving an existing bin to that location</p> <p>Council suggested purchasing an ERYC litter bin next year or alternatively to purchase a small bin that the school caretaker could empty. Clerk to bring prices to the next meeting.</p> <p>Clerk has received a complaint about the self-closing gate in the toddler's area. Apparently the complainant's child was able to open the gate and run off. They want a proper lock to be installed.</p> <p>Clerk reported that these gates are installed in play areas across the county and cost a lot of money. They are design so that children can't trap their fingers, dogs are kept out and they are also DDA compliant.</p> <p>The council considered the complaint but stated that as it is the toddlers play area, the children should be supervised by an adult at all time.</p> <p>Cllr. Brown has sent some photos showing motor scooters on the playing field, clerk has forwarded on the photos to the PCSO.</p> <p>Councillors also reported a den at the rear of the playing field, school will need to be warned about it.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
17/08/11	To consider information supplied by Glazik Kershaw Accountants (payroll provider) regarding tax enquiries	
	<p>This item was carried over from July's meeting, pending further enquiries.</p> <p>Clerk has contacted ERNLLCA and they are not aware of any parish council being subject to such an inquiry.</p> <p>The parish council insurance with Zurich Municipal will cover the cost of the investigation, but not any fines imposed, so the council is already covered.</p> <p>Recommendation is to not purchase the insurance cover proposed by Glazik Kershaw.</p> <p>Council to agree with the above recommendation.</p>	

	<p>Proposed: JS Seconded: MS Outcome: All agreed</p> <p>Clerk to contact Glazik Kershaw Accountants to inform them of the decision.</p>	Clerk																														
17/08/12	To agree to amend payroll standing order to reflect increase in monthly charge																															
	<p>Clerk has been advised by the payroll provider Glazik Kershaw Accountants that the payroll fee is increasing by £2.40 per month, we currently pay £42.00 per month, the new amount is £44.40 from September.</p> <p>Parish council to issue a cheque for £12.00 to cover the increase from April to August.</p> <p>Council to agree to the increase and payment as outlined above. Proposed: DJ Seconded: NF Outcome: All agreed</p> <p>Clerk to amend bank standing order as set out above.</p>	Clerk																														
17/08/13	To agree to co-opt to fill the vacancy for parish councillor																															
	<p>There is one candidate for the vacancy (from John Kitchener resignation), Mr Nick Smith.</p> <p>Council to agree to co-opt Mr Smith to fill the vacancy Proposed: MS Seconded: NF Outcome: All agreed</p> <p>Clerk to send paperwork back to ERYC and book Mr Smith on the code of conduct course.</p>	Clerk																														
17/08/14	To agree payments in accordance with the budget																															
	<p>Approve the schedule of payments for August as follows:</p> <table> <tbody> <tr> <td>Glazik Kershaw payroll fee increase Apr-Aug</td> <td>12.00</td> </tr> <tr> <td>HMRC</td> <td>23.80</td> </tr> <tr> <td>R Blackburn Clerks salary</td> <td>543.20</td> </tr> <tr> <td>Gardeners Wage</td> <td>185.70</td> </tr> <tr> <td>Gardeners Expenses - petrol</td> <td>20.00</td> </tr> <tr> <td>Glazik Kershaw Payroll Service</td> <td>42.00</td> </tr> <tr> <td>Yorkshire water - allotments</td> <td>147.17</td> </tr> <tr> <td>Credit card - unlimited web hosting</td> <td>39.47</td> </tr> <tr> <td>Credit card - Vinyl Banners Printing</td> <td>88.00</td> </tr> <tr> <td>Credit card - Calceus - trophy</td> <td>13.24</td> </tr> <tr> <td>Credit card - Post Office 2nd class stamps</td> <td>6.72</td> </tr> <tr> <td>Credit card - Sandhill Nurseries</td> <td>55.00</td> </tr> <tr> <td>Credit card - ERYC planning enquiry fee</td> <td>60.00</td> </tr> <tr> <td>Receipts</td> <td></td> </tr> <tr> <td>Headstone fee</td> <td>60.00</td> </tr> </tbody> </table> <p>Proposed: MS Seconded: SG Outcome: All agreed</p>	Glazik Kershaw payroll fee increase Apr-Aug	12.00	HMRC	23.80	R Blackburn Clerks salary	543.20	Gardeners Wage	185.70	Gardeners Expenses - petrol	20.00	Glazik Kershaw Payroll Service	42.00	Yorkshire water - allotments	147.17	Credit card - unlimited web hosting	39.47	Credit card - Vinyl Banners Printing	88.00	Credit card - Calceus - trophy	13.24	Credit card - Post Office 2nd class stamps	6.72	Credit card - Sandhill Nurseries	55.00	Credit card - ERYC planning enquiry fee	60.00	Receipts		Headstone fee	60.00	
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17/08/15	Items for next month's agenda	
	Quotes for new metal signs at Festive Field and play area Dogs on Festive Field Highways issues – road markings on Main Street	
	Date of next meeting Thursday 28 th September 2017	
	Meeting closed at: 21.00.	