

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
Tel No: 01964 670887
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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 28th September 2017 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 22.09.2017

AGENDA

- 2017/09/01 To note apologies for absence
- 2017/09/02 Councillors to disclose their interests in matters to be discussed
- 2017/09/03 Members of the public are invited to address the council
- 2017/09/04 To confirm the minutes of the meeting held on 31st August 2017
- 2017/09/05 To receive the clerks report and councillor updates
- 2017/09/06 To note correspondence received
- 2017/09/07 To consider planning applications received and note planning decisions
- 2017/09/08 To discuss allotment access issues
- 2017/09/09 To consider quotes for allotment skip hire
- 2017/09/10 To consider quote for new litter bin at the play area
- 2017/09/11 To discuss quotes for new metal signs for play area and Festive Field
- 2017/09/12 To discuss highways issues in the village
- 2017/09/13 To agree new representative to sit on the Burton Pidsea Wind Farm Panel
- 2017/09/14 To agree to clerk attending annual ERNLLCA conference in November
- 2017/09/15 To agree quote for flood pumps service
- 2017/09/16 To adopt the Grant/Donations Policy
- 2017/09/17 To agree payments in accordance with the budget
- 2017/09/18 Items for next month's agenda

The next meeting of Burstwick Parish Council is on Thursday 26th October at 7.30pm at Burstwick Primary School

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 28th SEPTEMBER 2017

Present: Cllr. D Rainforth – Chairman DR
 Cllr. A Brown AB
 Cllr. N Fairbank NF
 Cllr. D James DJ
 Cllr. M Smith MS

Public: 10

Minute	Discussion and agreement	Action
17/09/01	To note apologies for absence	
	Cllr. Gould Cllr. N. Smith	
17/09/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. D Rainforth – Burton Pidsea Windfarm Fund Cllr. A Brown – village hall, allotments Cllr. N Fairbank – none Cllr. D James – village hall Cllr. M Smith – allotments	
17/09/03	Members of the public are invited to address the council	
	Resident reported damage to the WI garden by the village hall, a flower pot has been smashed. Resident reported that nails had been scattered over Newbridge Road, this has been reported to the police. Residents were disappointed about the damaged planter on Station Road, clerk stated that the incident has been reported to the police and contact has been made with the parish councils insurers. Resident wanted to see traffic lights again on Main Street as they calmed the traffic down, also concern raised about faded road markings at the junction onto Ellifoot Lane, near misses happen regularly there.	
17/09/04	To confirm the minutes of the meeting held on 31st August 2017	
	Signed as a correct record. Proposed: NF Seconded: MS	

17/09/05	To receive the clerks report and councillors updates	
	<p>Update on issues discussed at the August meeting, that are not on the agenda:</p> <ul style="list-style-type: none"> • Clerk has chased up East Riding Council regarding the Old Forge Cottage site, phone call made on 12th September and still awaiting for an officer to ring back • Tenant of allotment plot 42B has finally agreed to give the plot up and this has now been let • Clerk has started paperwork for the War Memorials Grant, the contractor J Rotherham has returned the signed paperwork • East Riding Council have confirmed that the vacancy can be filled by co-option and a poster is on noticeboard • Clerk has submitted second application to the Burton Pidsea Windfarm Fund for two metal city benches for the play area • Tony Cook Ltd has advised that work is ongoing to install the beacon on Festive Field, awaiting a date • Cemetery Committee inspected the cemetery on Sunday 24th September, this revealed a number of loose headstones, the most dangerous have been laid flat for safety and the parish council will consider options to resolve the situation at the October meeting • The brick planter located on Station Road was hit by a car on Wednesday 20th September, the incident has been reported to the police and clerk has contacted the parish councils insurance provider to make a claim off the drivers insurance • The play panels are due to be removed from the toddlers play area in the next couple of weeks, the frame is rotting and new replacement green bow top fencing is being installed. The two working play panels are being given to the school. • The village shop has agreed to re-instate the parish noticeboard, clerk has left the board with them, no timescale given <p>Councillors updates:</p> <ul style="list-style-type: none"> • AB reported that she has planted spring bulbs in the flower borders on Festive Field • DJ updated council on the part time 20mph, ERYC have placed the order for the works and there is a three month timescale for the works to be completed. The crossing patrol signs will be scrapped, but if in the future the patrol returns then ERYC will replace the signs. 	
17/09/06	To note correspondence received	
	<p>Police Report None received for August.</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 29/17 Rural Housing Conference on 4th October 2017 at Carlton 30/17 Invite to the ERNLLCA AGM on 14th September 31/17 Invite to the ERNLLCA annual conference on 17th November 32/17 Aldbrough Parish Council regarding planning and East Riding of Yorkshire Council 33/17 ERNLLCA September newsletter</p>	
	<p>Letters received Invite to the AGM of the East Riding Association of Rural Community Buildings on 21st October 2017 at Tickton Village hall</p>	

	Confirmation from ERYC that the vacancy caused by Margaret Armstrong's resignation can be filled by co-option.	
17/09/07	To consider planning applications received	
	<p>Planning applications: 17/03011/PLF Erection of an agricultural building to house livestock on straw South Park Farm Piggeries, Daisy Hill, Burstwick</p> <p>There were no comments or questions raised about the application.</p> <p>Council has no objections to this application.</p> <p>Proposed: AB Seconded: MS Outcome: All agreed</p> <p>Clerk to log response on the ERYC public access system.</p>	Clerk
	<p>Planning Decisions to note: None</p>	
	<p>Appeal Decisions to note: None</p>	
17/09/08	To discuss allotment access issues	
	<p>The parish council held a site visit to look at access on Sunday 24th September.</p> <p>The meeting considered 3 options as follows:</p> <ol style="list-style-type: none"> 1. Shut all parish garden gates and make allotment holders use the two entrance points on Hariff Lane and Station Road 2. Continue to allow informal access at the gate between plots 46 and 47 and offer tenant of 46 some fencing to define the boundary of the plot and to cut the fuchsia hedge along Hariff Lane up to the roundabout to improve visibility 3. To put a new formal pedestrian entrance point between plot 45 and boundary of the pub - this would be costly and disruptive <p>Those present at the site meeting proposed that the council should proceed with option 2, it the most cost effective and offers a compromise to both sides.</p> <p>Chairman asked council if they would agree to open the discussion on this issue to the public present.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed.</p> <p>A number of comments were made by the public present. From a safety point of view, option one was considered the safest option. Most agreed that option 2 was the most sensible, although concerns were raised about the safety of the grass path with the traffic on Hariff Lane. Cllr. Brown pointed out that as it was 'informal' access, those allotment tenants who choose to use the grass path and entrance point must also understand that they do so at their risk.</p>	

	<p>There were also concerns about dog fouling on the allotments, gates being left open and concern about other allotment holders picking other plots ripe fruit.</p> <p>Cllr. James stated that there is one spare allotment sign that can be fixed onto the gate.</p> <p>Tenant of plot 46 stated that she would move the breeze blocks to where the path cuts through, the parish council asked her not to do this as it would block the access, the allotment committee will monitor this at the next inspection in October.</p> <p>Council to agree to proceed with option 2 with amendments – tenant will inform council if fencing is required and council to seek quotes to fit latches or springs to all three parish garden gates.</p> <p>Proposed: DJ Seconded: MS Outcome: All voted in favour.</p> <p>Clerk to arrange quotes for alterations to gates</p>	<p>DJ</p> <p>Committee</p> <p>Clerk</p>
17/09/09	To consider quotes for allotment skip hire	
	<p>This was carried over from the August meeting. Would a skip help the allotment holders to clear rubbish from their plots? Quotes ranged from £145 up to £220 (plus VAT) for skip hire for one week.</p> <p>Chairman asked those allotment tenants present for their views, the majority said their plots were clean and if they did have rubbish they would take it to the tip.</p> <p>From the discussion it was indicated that a skip is not needed at the moment and councillors present said that the money would be better used to sort out the gates on the parish gardens. It was proposed that council will not progress this as a project.</p> <p>Proposed: MS Seconded: NF Outcome: All agreed.</p>	
17/09/10	To consider quote for new litter bin at the play area	
	<p>Over the summer holidays it was noted that there was a lot of litter near the multi-games area of the play area and that a bin was needed at that end.</p> <p>Clerk had researched prices for litter bins – a plastic bin was priced at £144.95 (plus Vat) supplied by Broxap or £174 (plus VAT) supplied by Glasdon. A metal bin was priced at £278.95 (plus VAT) supplied by Broxap or £398 (plus VAT) supplied by Glasdon.</p> <p>On top of those costs are installation costs, also the school would have to empty the bin. The parish council felt it would be more cost effective to purchase a litter bin from East Riding Council next year, as they would also empty it, the costs is approximately £452 (inc VAT) for delivery and installation.</p> <p>It was proposed to defer the purchase of a litter bin until next year and to purchase a bin from East Riding Council.</p> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p>	

	<p>There is a grey/green litter bin mounted on the railings at the play area which has seen better days. It was proposed to remove this bin as there are two black East Riding Council bins nearby.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed.</p> <p>Clerk to arrange for bin to be removed.</p>	Clerk
17/09/11	To discuss quotes for new metal signs for play area and Festive Field	
	<p>Following the vandalism and subsequent destruction of the foam board signs, prices have been sought to replace them with tougher metal signs.</p> <p>The recommendation is: Option A (portrait 400mm wide x600mm) for Festive Field and Option A (portrait 300mm wide x 400mm) for Play Area. £80.59 plus vat = £96.71.</p> <p>Cost included design, printing and bonding to tough 1mm aluminium.</p> <p>It was proposed to purchase the signs as outlined above.</p> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p> <p>Clerk to purchase signs as outlined.</p>	Clerk
17/09/12	To discuss highways issues in the village	
	<p>Chairman asked council if they would agree to open the discussion on this issue to the public present.</p> <p>Proposed: AB Seconded: MS Outcome: all agreed.</p> <p>The main issues raised were:</p> <ul style="list-style-type: none"> • Poor visibility getting on to the roundabout from Newbridge Road • White lines along Main Street • Lorries parking on the footpath near Integra Buildings • Mud on the road along Back Lane <p>Clerk to contact Mike Peeke in Highways to raise concerns about the Newbridge Road roundabout.</p>	Clerk
17/09/13	To agree new representative to sit on the Burton Pidsea Wind Farm Panel	
	<p>The panel meet once a quarter, the parish council need to select a new representative to join the panel, following Margaret Armstrong's recent resignation from the council.</p> <p>Cllr. James said he was interested, it was proposed for Cllr. James to be the new representative.</p> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p> <p>Clerk to inform East Riding Council.</p>	Clerk

17/09/14	To agree to clerk attending annual ERNLLCA conference in November	
	<p>Clerk attended the conference last year and found it very useful and would like to go this year.</p> <p>Council to agree for clerk to attend at a cost of £42.50 plus vat.</p> <p>Proposed: DJ Seconded: AB Outcome: All agreed.</p>	
17/09/15	To agree quote for flood pumps service	
	<p>The parish council has a legal agreement with the Environment Agency to maintain the flood pumps, money is allocated in the parish council budget each year for the service and maintenance of the pumps.</p> <p>Council to agree to arrange flood pump service at a cost of £642.60 plus vat, total of £771.12.</p> <p>Proposed: AB Seconded: DJ Outcome: All agreed.</p> <p>Clerk to liaise with flood wardens to make arrangements for the service.</p>	Clerk
17/09/16	To adopt the Grant/Donations Policy	
	<p>Clerk is working hard to finish the final unit of the CiLCA qualification, this policy is part of the unit and will become part of the council operating policies.</p> <p>Clerk talked through the policy, there were no questions or comments.</p> <p>Council to adopt the policy.</p> <p>Proposed: NF Seconded: MS Outcome: All agreed.</p> <p>Clerk to add policy to the councils operating documents.</p>	Clerk

17/09/17	To agree payments in accordance with the budget																									
	<p>To agree the schedule of payments and receipts for September as follows:</p> <p>Payments</p> <table data-bbox="389 253 1102 483"> <tr> <td>Richard Drew Building Work (planters)</td> <td>1360.00</td> </tr> <tr> <td>HMRC</td> <td>19.00</td> </tr> <tr> <td>Salaries for September (Clerk and Gardener)</td> <td>708.56</td> </tr> <tr> <td>Gardeners Expenses - petrol</td> <td>20.00</td> </tr> <tr> <td>Glazik Kershaw Payroll Service</td> <td>44.40</td> </tr> <tr> <td></td> <td>2151.96</td> </tr> </table> <p>Receipts</p> <table data-bbox="389 573 1102 804"> <tr> <td>2nd half precept</td> <td>9680.50</td> </tr> <tr> <td>Reserved grave fee</td> <td>170.00</td> </tr> <tr> <td>Reserved grave fee</td> <td>130.00</td> </tr> <tr> <td>Reserved grave fee</td> <td>300.00</td> </tr> <tr> <td>Burial fee (grave and opening)</td> <td>310.00</td> </tr> <tr> <td></td> <td>10590.50</td> </tr> </table> <p>Proposed: AB Seconded: DJ Outcome: All agreed.</p>	Richard Drew Building Work (planters)	1360.00	HMRC	19.00	Salaries for September (Clerk and Gardener)	708.56	Gardeners Expenses - petrol	20.00	Glazik Kershaw Payroll Service	44.40		2151.96	2nd half precept	9680.50	Reserved grave fee	170.00	Reserved grave fee	130.00	Reserved grave fee	300.00	Burial fee (grave and opening)	310.00		10590.50	
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17/09/18	Items for next month's agenda																									
	<p>Clerk put forward the following items:</p> <ul data-bbox="309 1099 957 1352" style="list-style-type: none"> • Headstones in the cemetery • Dogs on Festive Field • Quarterly financial update and budget monitoring • Project ideas for 2018-19 • Update committee membership • Change signatory on NS&I account • Feedback from allotments inspection 																									
	<p>Date of next meeting: Thursday 26th October 2017 at 7.30pm</p>																									
	<p>Meeting closed at: 20.35</p>																									