

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackbourn
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 26th October 2017 at 7.30pm to transact the following business.

Rose Blackbourn Parish Clerk Issued on: 20.10.2017

AGENDA

- 2017/10/01 To note apologies for absence
- 2017/10/02 Councillors to disclose their interests in matters to be discussed
- 2017/10/03 Members of the public are invited to address the council
- 2017/10/04 To confirm the minutes of the meeting held on 28th September 2017
- 2017/10/05 To receive the clerks report and councillor updates
- 2017/10/06 To note correspondence received
- 2017/10/07 To consider planning applications received and note planning decisions
- 2017/10/08 To consider quotes for the repairs to headstones in the cemetery
- 2017/10/09 To consider quotes for weed killing and maintenance of Church Lane
- 2017/10/10 To discuss options to ban dogs from Festive Field
- 2017/10/11 To consider quote for new allotment gate at informal access point
- 2017/10/12 To discuss road safety concerns over the parking of school buses on Main Street
- 2017/10/13 To discuss project ideas for 2018-19 to inform the budget
- 2017/10/14 To receive a quarterly financial update and budget monitoring
- 2017/10/15 To agree to transfer funds to the reserves held in NS&I
- 2017/10/16 To agree to change of signatory on the NS&I account
- 2017/10/17 To agree to delegate decisions about the new website and social media feeds to the communications committee
- 2017/10/18 To agree to co-opt to fill the councillor vacancy
- 2017/10/19 To agree outcomes from clerks appraisal
- 2017/10/20 To agree payments in accordance with the budget
- 2017/10/21 Items for next month's agenda

The next meeting of Burstwick Parish Council is on 30th November at 7.30pm at Burstwick Primary School

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 26th OCTOBER 2017

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

Public: 5 and PC Stephenson

Minute	Discussion and agreement	Action
17/10/01	To note apologies for absence	
	None received.	
17/10/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. D Rainforth – none disclosed Cllr. A Brown – allotments Cllr. N Fairbank – none disclosed Cllr. S Gould – allotments Cllr. D James – Grasslands Landscape Maintenance Cllr. M Smith – allotments and school buses Cllr. N Smith – none disclosed</p>	
17/10/03	Members of the public are invited to address the council	
	<p>Resident reported that there is a blocked drain at Back Lane by the side of the Chapel – clerk to report to East Riding of Yorkshire Council (ERYC)</p> <p>The discussion then turned to road safety in the village, following the recent serious accident. Questions and comments and raised by the public present included:</p> <ul style="list-style-type: none"> • Why isn't there a 20mph speed limit outside the school? • What is being done to tackle bad school parking? • Why aren't there speed bumps along Main Street? • Why aren't there double yellow lines along Main Street? • When was the road last re-surfaced? • How much did it cost for the emergency services to attend the accident? • How many parents live in the village and drive their children to school? • You see young kids driving these huge tractors through the village • How any children haven't been killed getting to and from school • There have been five accidents in the village in a couple of months 	Clerk

	<ul style="list-style-type: none"> • We don't like the attitude from ERYC that something will only get done if someone dies • There are only four designated bus stops in the village • Needs to be a 20mph between Pinfold Lane and Churchill Avenue • There are concerns about the school buses parking outside the Hare and Hounds this restricts visibility of three junctions and a child was run over recently and their arm was broken <p>PC Stephenson stated that the police investigation is ongoing and will take time.</p> <p>The parish council stated the following:</p> <p>The parish council have paid ERYC to install 20mph signs on Main Street near the school, ERYC have said the work will be completed by the end of the year. This is to fast track the work, if we had waited for ERYC to install them as part of their budget the wait would extend to years.</p> <p>The parish council work closely with the police and do regular community speed watch sessions. Safer Roads Humber also carry out speed checks in the village.</p> <p>The parish council are also disappointed with ERYC's attitude, they have bounced back all the parish councils ideas to improve safety.</p> <p>The outcome of this discussion is that the parish council will arrange a public meeting with ERYC, ward councillors, MP, police and the school to try and address the issues raised.</p>	Clerk
17/10/04	To confirm the minutes of the meeting held on 28th September 2017	
	<p>Signed as a correct record.</p> <p>Proposed: NF</p> <p>Seconded: AB</p>	
17/10/05	To receive the clerks report and councillors updates	
	<p>Update on issues discussed and decisions taken at the September meeting that are not on this agenda:</p> <ul style="list-style-type: none"> • Parish Council insurers have given the go ahead to rebuild the damaged planter and the cast metal village signs for the planters have arrived and look great • Awaiting a start date for the work to clean the war memorial (it will be after Remembrance Sunday) • Play panels have been removed from the toddlers area and new fencing has been installed, it has improved visibility into the play area • Clerk reported that she has gained the Certificate in Local Council Administration (CiLCA) qualification <p>Councillors updates:</p> <p>AB reported that ERYC are disappointed with the low take up of the 277 bus service, the village may lose this service before the year's trial is over. The service will be promoted in the newsletter and on social media.</p> <p>DJ reported that the recent quiz night raised £205, to be shared between the village hall and All Saints Church.</p>	

17/10/06	To note correspondence received	
	Crime data 02/09 Burglary in shed, fishing equipment taken, Chapel Close 05/09 Damage to two rear tyres of vehicle, Beech Close ASB 01/09 Altercation between neighbours, Pinfold Villas	
	Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 34/17 ERYC Pharmaceutical needs assessment 35/17 Humberside Police crime data for September 36/17 Humberside Fire and Rescue Service consultation on Strategic Plan and Integrated Risk Management Plan 37/17 Charity Commission News – Autumn 2017 38/17 ERYC Community Safety Partnership Survey 2017 39/17 HWRCC AGM invite 16 th November 2017 40/17 ERYC Street names bank 41/17 ERYC topics for overview and scrutiny 42/17 Response from ERYC regarding Weghill Road junction 43/17 Jonathan Parker BBC regarding Peter Levy Children in Need challenge bike ride 44/17 ERYC six month ASB statistics for Burstwick 45/17 ERYC review of Internal Drainage Boards report 46/17 ERYC notification of appeal – The Old Forge Garage, Burstwick	
	Letters received None this month	
17/10/07	To consider planning applications received	
	Planning applications: None this month.	
	Planning Decisions to note: None this month.	
	Appeal Decisions to note 17/00067/REFUSE Erection of 4 dwellings (amended description), The Old Forge Garage, Main Street, Burstwick The council reviewed the amended plans and had the following additional comments to add: There are only 6 car parking spaces for 4 houses – this is not enough. The two properties at the rear are outside the building line. Dangerous access onto the busy Main Street and close to Station Road junction. Clerk to submit these additional comments to the planning inspectorate. Proposed: AB Seconder: MS Outcome: all agreed.	Clerk

17/10/08	To consider quotes for the repairs to headstones in the cemetery	
	<p>Clerk provided two quotes for council to consider as follows:</p> <p><u>Everinghams Monumental Stone Masons, Hedon</u></p> <p>To repair 6 headstones</p> <p>£764.00 exc VAT (VAT £152.80) total cost is £916.80</p> <p><u>SP Memorials, Hull</u></p> <p>To repair 6 headstones as above</p> <p>£650.00 exc VAT (VAT is £130.00) total cost is £780.00</p> <p>The council asked why they had to be put back upright. Clerk reported that current practice is to put them upright again.</p> <p>The council proposed to ask Everinghams as the local contractor, if they can match the price quoted by SP Memorials. If they can't then the work will go to SP Memorials.</p> <p>Proposed: SG Seconded: DJ Outcome: All agreed</p> <p>Clerk to contact Everinghams.</p>	Clerk
17/10/09	To consider quotes for weed killing and maintenance of Church Lane	
	<p>Cllr. James declared an interest in this agenda item and took no part in the discussion or subsequent vote.</p> <p>There was one quote for council to consider as follows:</p> <p>Grasslands Landscape Maintenance Strim bank, cut back any overhanging branches and apply weed killer to gravel road £80.00 plus vat (£16.00) total £96.00</p> <p>It was stated that it is important that the parish council maintain the lane.</p> <p>The council proposed to use Grasslands Landscape Maintenance for this job.</p> <p>Proposed: MS Seconded: AB Outcome: All agreed (6 voted in favour, 1 abstention)</p>	
17/10/10	To discuss options to ban dogs from Festive Field	
	<p>Clerk reported that the dog wardens had supplied information about this, the parish council could pay £500 to ban dogs now, or it would wait until all the Public Spaces Protection Orders (PSPO) are reviewed in 2019.</p> <p>There was a suggestion to get a sign (clear up after your dog) fixed on fence inside the field. Some felt it would be a shame to ban dogs from the field, but there were still concerns about Beavers and Cubs who use the field for activities.</p> <p>It was proposed to ask the parish gardener to record future incidents of fouling to build up a file of evidence and to review it in 2019.</p>	

	<p>Proposed: SG Seconded: AB Outcome: All agreed.</p>	
17/10/11	<p>To consider quote for new allotment gate at informal access point</p> <p>Following recent discussions over access issues at the allotments, it was agreed at the September meeting to install a spring or latch to the gate so it closes and stays shut.</p> <p>Tony Grassby Home and Garden Maintenance has looked at the gate and recommends that a new gate is fitted. The quote for this work is £153.00</p> <p>Council asked for a second quote for comparison, to be considered at the next meeting.</p>	Clerk
17/10/12	<p>To discuss road safety concerns over the parking of school buses on Main Street</p> <p>Cllr. M Smith has taken some photos to highlight the issue. The buses park outside Hare and Hounds and residents can't get out of Auction Close, Woolam Hill or Pinfold Lane. The issue is made worse by parents parking on Main Street to drop their children off at the bus. A child was run over recently and broke their arm.</p> <p>The parish council would like to get the buses moved to use the official bus stop on Station Road and to use the space by the village hall, this would remove congestion from Main Street outside the Hare and Hounds.</p> <p>It was proposed for the clerk to write to ERYC to request the school buses pick up and set down at the alternative locations outlined above.</p> <p>Proposed: DJ Seconded: AB Outcome: 5 councillors voted in favour (of the 7 present)</p>	Clerk
17/10/13	<p>To discuss project ideas for 2018-19 to inform the budget</p> <p>Clerk circulated the following ideas for consideration:</p> <ul style="list-style-type: none"> • Best Kept Allotments Competition • Events budget • Clearing the drain at the bottom of Festive Field • Woolam Hill – extending the concrete path • New laptop computer and scanner for clerk <p>Projects to be part funded by grants:</p> <ul style="list-style-type: none"> • Gas burner for the Beacon • Repairs to wooden trim trail in the play area • War Memorial project 2nd phase • Two more brick planters <p>One councillor asked how the best kept allotments competition benefits the wider village. Also why can't householders pay towards the cost of clearing the drain?</p> <p>It was suggested that one more brick planter is installed at Hariff Lane.</p> <p>It was proposed that these projects be added to the budget for 2018-19</p> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p>	

17/10/14	To receive a quarterly financial update and budget monitoring																	
	<p>Clerk talked through the following figures. There were no questions.</p> <p style="text-align: right;">2nd Quarter up to 30th Sept 2017</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Receipts this quarter</td> <td style="text-align: right;">10,651.27</td> </tr> <tr> <td>Payments this quarter</td> <td style="text-align: right;">-5,368.49</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Year to date</td> </tr> <tr> <td>Opening balance 1/04/2017</td> <td style="text-align: right;">19,019.08</td> </tr> <tr> <td>Receipts to date</td> <td style="text-align: right;">24,714.12</td> </tr> <tr> <td>Less payments to date</td> <td style="text-align: right;">-12,404.89</td> </tr> <tr> <td>Closing balance per cash book</td> <td style="text-align: right;"><u>31,328.31</u></td> </tr> </table> <p>Clerk reported that the council was currently on budget, though there will be some large expenditure in the next quarter to include insurance renewal and street lights service level agreement with ERYC.</p>	Receipts this quarter	10,651.27	Payments this quarter	-5,368.49			Year to date		Opening balance 1/04/2017	19,019.08	Receipts to date	24,714.12	Less payments to date	-12,404.89	Closing balance per cash book	<u>31,328.31</u>	
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17/10/15	To agree to transfer funds to the reserves held in NS&I																	
	<p>Clerk reported that the parish council has taken £1,875.00 in cemetery fees this year.</p> <p>Recommendation is to transfer £1,000 into the NS&I and to keep the remaining £875.00 to use to cover the costs of repairing the headstones in the cemetery.</p> <p>Proposed: MS Seconded: AB Outcome: All agreed.</p> <p>Clerk to send cheque and paperwork to NS&I.</p>	Clerk																
17/10/16	To agree to change of signatory on the NS&I account																	
	<p>The list of signatories needs updating after Margaret Armstrong's resignation.</p> <p>The recommendation is to have the same list as the HSBC accounts as follows:</p> <ul style="list-style-type: none"> • Dave Rainforth • Neil Fairbank • Dean James • Rose Blackburn <p>Council to agree to remove Margaret and include Dean as signatory.</p> <p>Proposed: MS Seconded: AB Outcome: All agreed</p> <p>Clerk to send form to NS&I.</p>	Clerk																
17/10/17	To agree to delegate decisions about the new website and social media feeds to the communications committee																	
	<p>Over the next few weeks Cllr Stamford, Cllr James and the clerk will be working on the new website.</p> <p>To speed up this process it's recommended that council will not be approving text before it is loaded up.</p>																	

	<p>To do this, full council needs to agree to delegate this responsibility and decision making to the communications committee. This will apply to the website and social media feeds.</p> <p>Proposed: NF Seconded: MS Outcome: All agreed.</p>	
17/10/18	To agree to co-opt to fill the councillor vacancy	
	<p>There is one candidate – Mr Martin Cripsey. Chairman invited Mr Cripsey to introduce himself. He said he has lived here since 2003, enjoys living in the village but would like to be more proactive and hopes to bring fresh voice and ideas.</p> <p>Council agrees to co-opt Mr Cripsey.</p> <p>Proposed: NS Seconded: NF Outcome: All agreed.</p> <p>Clerk to send paperwork to ERYC.</p>	Clerk
17/10/19	To agree outcomes from clerks appraisal	
	<p>Appraisal took place on 17th October with Cllr. Rainforth and Cllr. James.</p> <p>Objectives set for next 12 months:</p> <ul style="list-style-type: none"> • Send out draft parish council minutes within a week of the meeting • Develop remaining policies – complaints, disciplinary and grievance procedure • Review existing policies in line with the schedule • Website – assist in its development and upload relevant documents • Cemetery – research options regarding land for new cemetery <p>Training:</p> <ul style="list-style-type: none"> • Cemeteries management – ERNLLCA conference and possibly via ICCM • Charity Trustees roles and responsibilities – clerk and council – contact ERVAS for advice <p>Council to agree with objectives set and training needs highlighted</p> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p> <p>Salary:</p> <ul style="list-style-type: none"> • Stay on SCP 20 – apply rise as set out by government (approx. £10.30 per hour) from 1st April 2018 <p>Hours:</p> <ul style="list-style-type: none"> • To increase to 54 hours per month from 1st April 2018 (currently 52 hours) <p>Council to agree to salary level and hours from 1st April 2018</p> <p>Proposed: NF Seconded: MS Outcome: All agreed.</p>	

17/10/20	Approve Accounts for Payment																									
	Approve the schedule of payments for October 2017 as follows:																									
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17/10/21	Items for next month's agenda																									
	<p>Clerk put forward the following items:</p> <ul style="list-style-type: none"> Review committee membership Allotment inspection report Consider and agree insurance renewal quote Put forward names for ERYC Street Names Bank Review and set cemetery fees Agree council budget for 2018-19 Agree precept for 2018-19 																									
	Date of next meeting Thursday 30 th November 2017, 7.30pm																									
	Meeting closed at: 21.05																									