

Burstwick Parish Council Agenda

Thursday 29 October 2015

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

1. Apologies for Absence

2. Declarations of Interest

- 2.1 Pecuniary
- 2.2 Non-Pecuniary

3. Public Participation

4. Minutes of the Last Meeting

5. Matters Arising

6. Correspondence

- 6.1 Police Report
- 6.2 Burstwick Parish Council emails
- 6.3 Letters received

7. Plans

- 7.1 Applications to Consider:
15/02942/PLF Erection of vehicle preparation building
Lane north of Martin Williams Ltd, Ellifoot Lane
- 7.2 Planning Decisions to Note:
15/02531/PLF
Erection of two storey extension, 18 Elm Tree Farm Road
15/02099/PLF
Erection of 1 wind turbine, land north of Diary House Farm
- 7.3 Appeal Notifications to Note: None

8. Agenda Items

- Minute no 105: to consider Allotment correspondence
- Minute no 142: to consider traffic and road safety issues
- Minute no 127: to consider Community Review report and action plan
- Minute no 129: to consider Defibrillator project
- Minute no 130: to consider Community Emergency Plan
- Minute no 141: to consider preparations for severe winter weather
- Minute no 121: to consider Commuted sums application
- Minute no 137: to consider the Transparency Code for smaller Parish Councils
- Minute no 128: Remembrance Service to consider the PC's commemoration
- Minute no 101: to consider Christmas event
- Minute no 143: to consider village communication and event publicity issues

9. Approve Accounts for Payment

10. Any Other Business

11. Date of Next Meeting

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 29 OCTOBER 2015

Present: Mr D Rainforth – Chairman DR
Mrs M Armstrong – Vice Chairman MA
Mrs A Brown AB
Mr N Fairbank NF
Mr D James DJ
Mr Mallinson SM
Mr M Smith MS
Mrs N Steward NS

Public: 5 members of the public present and PCSO Darren Bainton

Abbreviations:

Burton Pidsea Wind Farm Fund - BPWFF

Burstwick Parish Council – PC

East Riding of Yorkshire Council – ERYC

Village Hall Committee – VHC

Humber and Wolds Rural Community Council - HWRCC

Agenda Numbers bold/ Minute Numbers

Minute	Discussion and agreement	Action by
1	Apologies for Absence	
	Mrs R Blackbourn – Clerk	
2	Declarations of Interest	
2.1	Pecuniary None declared.	
2.2	Non Pecuniary Mrs Armstrong – Burton Pidsea Wind Farm Fund, Village Hall and Corner House Mrs Brown – Allotments Mr Fairbank – Village Hall Mr James – Village Hall Mr Mallinson – Chapel Close Mr Rainforth – Burton Pidsea Wind Farm Fund Mrs Steward – Chapel Close, PCC and Village Hall	
3	Public Participation	
3.1	A comment was made that the proposed allotment association was a good idea.	
3.2	At the time of attendance to the meeting a street light near the school had gone out.	
3.3	Two complaints regarding noise from the industrial area on Ellifoot Lane, the noise coming from two different businesses.	

6.2	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 52/15 help locating voluntary groups – Better Care Project 53/15 September bulletin – National Flood Forum 54/15 Electronic working in the Planning Service – phasing out paper plans 27 June 2016 55/15 Proposed road safety scheme – Ellifoot Lane/Green Lane 56/15 East Riding Parish Newsletter for October 57/15 Parish news release from Humberside Police 58/15 ERNLLCA September Newsletter 59/15 Funding for Youth projects 60/15 Crime data for September 61/15 ERNLLCA Holderness District Committee meeting 20/10/15</p>	
6.3	<p>Letters received East Riding Parish Newsletter for October Poster about a consultation on the future of libraries (original is displayed on notice board) ERYC regarding bridleways Burstwick No 17 and Burton Pidsea No 12 Mr Claxton to give up plot 39 Letter from Williamsons Solicitor regarding Church Lane</p>	
7	Plans	
7.1	<p>Applications to consider 15/02942/PLF Erection of vehicle preparation building Lane north of Martin Williams Ltd, Ellifoot Lane This application was circulated to the Planning Committee members before the meeting due to its closing date for comments. Comment logged was ‘no objections’</p>	
7.2	<p>Planning Decisions to note 15/02531/PLF Erection of two storey extension, 18 Elm Tree Farm Road Refused planning permission</p> <p>15/02099/PLF Erection of 1 wind turbine, land north of Diary House Farm Application withdrawn</p>	
7.3	<p>Appeal Decisions to note None</p>	
8	Agenda Items	
105	<p>Allotments Four draft letters were read out and agreed as follows:</p> <p>Plot 5 and 7: Warning – improvement needed Plot 9 and 48: Notice to quit</p> <p>The council agreed to one warning letter and to keep the inspections on a quarterly basis.</p>	Clerk

	<p>Proposed: AB Seconded: MS</p> <p>For info plots 41A, 41B and 39 are now let</p>	
142	<p>To consider traffic and road safety issues Automatic Traffic Counts (ATC) results DJ informed the council of the outcome of the ATC. It has revealed a high score of speeding.</p> <p>The Council discussed the opportunity for further ATC's in the village at different locations. It was agreed to arrange three more surveys in the following locations:</p> <ul style="list-style-type: none"> • Main Street near the school • Main Street towards Harrif Lane • Station Road. <p>To contact ERYC to arrange the ATC at the reduced cost. To liaise with the Police to confirm the right locations to implement the ATC.</p> <p>Proposed: NS Seconded: MA</p>	DJ
127	<p>To consider Community Review report and Action Plan A draft copy of the report has been emailed to councillors and hard copies were handed out.</p> <p>The feedback event is arranged for 29th November in conjunction with the Christmas celebrations. Peter Hirschfeld to attend this event. Material and resources needed for this event include:</p> <ul style="list-style-type: none"> • Summary sheet • Hard copies of final report to hand out to interested residents • PDF copy of the report to go on the parish council website <p>DR confirmed that the evaluation report is complete, as required by the funders for this project, Awards for All.</p> <p>DJ reported that the draw from the Community Review was done at a recent church quiz night, drawn by the Vicar. Mrs Rose Angell won the prize – a tablet computer.</p>	Clerk
129	<p>To consider Defibrillator Project DJ updated the council on progress. The first defib is to be installed in November, on the side of the Village Hall. Trainer contacted to give instruction.</p> <p>A guardian is required for monthly checks, NS kindly volunteered.</p>	
130	<p>To finalise Community Emergency Plan It was proposed to adopt the CEP as reviewed at present and to plan an annual review for the May AGM. Proposed: SM Seconded: NS MA suggested getting together to ensure everyone is familiar with the equipment and locations in the CEP. PCSO Bainton expressed an interest in</p>	

	attending.	
141	<p>To consider preparations for severe winter weather Quotes were not secured in time for the November meeting. It was agreed to discuss this at the November meeting.</p>	
121	<p>Update on commuted sums application The parish council has applied for commuted sums for the following projects:</p> <ol style="list-style-type: none"> 1. Village hall heating system 2. Repair play area 3. Festive field landscaping / benches <p>The council is waiting for approval to proceed with these projects from the Commuted Sums Board.</p> <p>There is funds remaining and there is the opportunity of improving the area around the War Memorial and possible repairs to the memorial.</p> <p>DR asked if the Clerk could check who has responsibility for the land adjacent to the memorial and to ask if they would be in agreement for a landscaping project. Clerk to contact ERYC.</p>	Clerk
137	<p>To agree information to be posted on website to comply with the Transparency code for smaller parish councils Clerk prepared following documents as per government guidance, to be posted on parish council website.</p> <ol style="list-style-type: none"> 1. List of all expenditure over £100 2. End of year accounts – using the Annual Return Form 3. Annual Governance Statement 4. Internal Audit Report 5. List of councillor responsibilities 6. Location of public land and building assets 7. Minutes and agenda's – we do this already <p>Proposed: MA Seconded: DJ</p>	
128	<p>Remembrance Service to consider the parish councils commemoration The service takes place on Sunday 8th November DR asked for as many councillors to attend as possible.</p>	All
101	<p>To consider Christmas event The village Christmas event takes place on Sunday 29th November at 4pm.</p> <p>The Christmas lights were lost in a recent fire. To approve the purchase of replacement lights to a similar value as insured. Proposed: NS Seconded: AB</p>	Clerk
143	<p>To consider village communication and event publicity issues DJ told the PC that he has arranged for free printing of flyers to be distributed to advertise the Christmas event. The PCC have agreed to share the costs of distribution with the PC - £24 each. Proposed: NF</p>	

	<p>Seconded: MA</p> <p>DJ also informed the PC that there is a plan next year to have a quarterly flyer, listing all the village events on it, the village hall and the PCC are to cover the costs of this.</p>	
9	<p>Approve Accounts for Payment Proposed: NS Seconded: SM</p>	
10	<p>Any Other Business</p>	
10.1	<p>Annual Playground inspection due – costs £65 plus VAT. This cost was agreed at a previous meeting.</p> <p>Concerns were raised regarding the ownership and responsibility of the play area. Damage at present to the equipment may cause concern at the inspection. MA and DR discussed the PC becoming more responsible i.e. becoming the trustees. This is to be discussed as an agenda item at a future meeting.</p>	Clerk
10.2	<p>Clerk seeks council to consider her enrolment on ‘Introduction to Local Council Administration’ course at a cost of £149 plus vat.</p>	
10.3	<p>Dead elm trees in church yard, Clerk to contact PCC to ask them to obtain two further quotes for this work.</p>	Clerk
10.4	<p>DJ mentioned concerns from a resident regarding dangerous parking on Station Road, the Police are aware.</p>	
10.5	<p>DJ reported at the VH meeting the Cubs and Beavers are planning to purchase a metal container which will have storage space for PC equipment. A meeting is planned to discuss location.</p>	
10.6	<p>MA mentioned that at the same VH meeting she had suggested a ‘wish list’ be produced of all the repairs, renovations and equipment that is required, to give focus for future grant applications.</p>	
10.7	<p>MA also mentioned introducing the idea of a village show.</p>	
10.8	<p>For information the next Village Hall meeting is planned for Tuesday 26th January.</p>	
11	<p>Date of next meeting Thursday 26 November, 7.30pm</p>	
	<p>Meeting closed at 10.15pm</p>	