

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn
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Parish Council meeting

Thursday 30th June 2016

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

AGENDA

- 2016/06/01 To note apologies for absence
- 2016/06/02 Councillors to disclose their interests in matters to be discussed
- 2016/06/03 Members of the public are invited to address the council
- 2016/06/04 To confirm the minutes of the meeting held on 26th May 2016
- 2016/06/05 To receive the clerks report and councillor updates
- 2016/06/06 To note correspondence received
- 2016/06/07 To consider planning applications received and note planning decisions
- 2016/06/08 To consider quotes for Church Lane resurfacing
- 2016/06/09 To agree on Festive Field landscaping works and location of pedestrian gate
- 2016/06/10 To discuss allotment issues
- 2016/06/11 To adopt parish council risk assessment for 2016-17
- 2016/06/12 To discuss parish council communication
- 2016/06/13 To agree to request a 'part time' 20mph outside Burstwick Primary School
- 2016/06/14 To review and agree to support a speed limit buffer on B1362 Hedon Road
- 2016/06/15 To review and agree to support the extension of 40mph buffer, Newfield Lane, Lelley
- 2016/06/16 To receive quarterly financial report and budget monitoring
- 2016/06/17 To agree clerks overtime for June
- 2016/06/18 To agree to implement the 2016-18 national salary award
- 2016/06/19 To agree payments in accordance with the budget
- 2016/06/20 Items for next month's agenda

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

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 30th JUNE 2016

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

Public: 1 member of the public present

Minute	Discussion and agreement	Action
16/06/01	To note apologies for absence	
	Cllr. M. Armstrong Cllr. A Brown Cllr. J Kitchener	
	The Chairman gave public thanks to Cllr. Smith, Cllr. James and the Clerk who helped deal with the incident in the cemetery on 19 th June.	
16/06/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. Fairbank – Village Hall Cllr. James – Village Hall Cllr. Rainforth – Burton Pidsea Wind Farm Fund Cllr. Stamford – Allotments	
16/06/03	Members of the public are invited to address the council	
	There were no questions or comments from the member of public present.	
16/06/04	To confirm the minutes of the meeting held on 26th May	
	Signed as a correct record. Proposed: DJ Seconded: MS	
16/06/05	To receive the clerks report and councillors updates	
	An update on decisions taken at previous meetings that are not on the agenda: The flood pumps have been service and the fault repaired, parish council to increase the budget allocated to the pumps in 2017-18 to allow for new batteries to be purchased. Festive Field – benches – concrete bases are being installed on Friday 1 st July, returning a week later to fix on the benches.	

	<p>The new litter bin for Newbridge Road has been ordered and is due to be installed shortly at a revised location at the bridge over East Carr Drain.</p> <p>Public Spaces Protection Orders – as the parish council didn't respond to the informal consultation last November, we can't add any new locations and will have to wait for the next review in three years. Festive Field does not fit the criteria for dogs to be banned as there is no children's play equipment on the field. Parish Council will have to monitor the situation and involve dog wardens if necessary.</p> <p>Allotments – plot 48 is now let to new tenants, there are no vacant plots and the waiting list is growing again. Contacted ERYC about brown bins, this is not offered to commercial customers at the moment. Large composting bins can be purchased – for communal use.</p> <p>Play area repair work is due to start week commencing 4th July and the new equipment due to be installed week commencing 18th July. A request has been made that both elements of the work takes place week commencing 18th July to avoid disruption to the school.</p> <p>A meeting has been arranged to discuss Playing Field Association – to go through the files and look at different options for the future, 9.30am Saturday 9th July in the Village Hall, recommendations will be brought back to a future full council meeting for discussion.</p> <p>The Transparency Code documents for the financial year 2015-16 are on our website – thanks to Cllr. James.</p> <p>Finally received the registration document for the sit-on mower, a number plate has been made and our insurer have been informed of the registration number.</p> <p>ERNLLCA have asked if the parish council would be interested in purchasing hard copies of the Good Councillor Guide 2016, they cost £2 each plus postage. Clerk to make a request for 10 copies.</p> <p>Following the criminal damage in the cemetery, the parish council took an emergency decision to re-turf the affected area. This has recently been completed. There is a Rogation Service arranged for Sunday 3rd July at 11.30am, part of the service takes place outside where various locations in the village are blessed. The Vicar has already officially blessed the cemetery after the incident.</p> <p>Councillors updates:</p> <p>DJ reported that the second defibrillator is due to be installed in July and the WI race night raised £544 for the village hall.</p> <p>Councillors have observed people parking on footpaths, PSCO Bainton is doing spot checks in the village and has already spoken with a number of people about this.</p> <p>Lorries from Integra continue to cause a nuisance in the village, though it is believed that they are moving soon.</p>	Clerk
16/06/06	To note correspondence received	
	<p>Police Report 15/05/2016 Damage – Strathmore Avenue 15/05/2016 ASB off road bikes – Hariff Lane 28/05/2016 ASB off road bikes – Hariff Lane</p>	

	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 20/16 Crime figures for May, Humberside Police 21/16 Town and Parish News release from Humberside Police 22/16 East Riding Clinical Commissioning Group AGM invite 23/16 ERYC Forward Planning – invite to neighbourhood planning events in July 24/16 ERYC Local Plan – Allocations document, inspectors report with main modifications 25/16 Saltend Chemicals Park alarm test, 28 June 26/16 Bus Service consultation, ERYC 27/16 Hedon bypass meeting and public transport working group meeting</p>	
	<p>Letters received HART – invite to AGM on Monday 1st August</p>	
16/06/07	To consider planning applications received	
	<p>Applications to consider</p> <p>Amended application DC/16/00627/PLF, Spring Valley, Sproatley Road, Preston</p> <p>Siting of 20 touring caravans/camping pitches, part conversion and associated alterations of existing garage/workshop to form 3 self-contained tourism units and construction of dormer roof, conversion of existing stable block and associated alterations to form holiday cottage and additional shower/toilets</p> <p>Comment: No comment</p> <p>Proposed: SM Seconded: MS</p> <p>Clerk to log comments on East Riding of Yorkshire Council’s public access system</p>	Clerk
	<p>Planning Decisions to note:</p> <p>16/01196/PLF Two storey extension to side, 14 Elm Avenue, Burstwick Planning permission granted subject to conditions.</p>	
	<p>Appeal Decisions to note None this month.</p>	
16/06/08	To consider quotes for Church Lane resurfacing	
	<p>The parish council have received three quotes to consider as follows:</p> <p>Tony Cook £7,290.00 plus vat, £8748 inc vat Max Cook £2,815.00 plus vat, £3378 inc vat AR Garrett £838.00 plus vat (we supply all the plainings 86 tons), £1005.60 inc vat</p> <p>The clerk outlined that the power to spend this money lies in Section 137 of the Local Government and Housing Act 1972, ‘local authorities were allowed to spend a limited amount on activities they were not otherwise empowered to do, but which they considered to be in the interests of their area or its residents and which would produce a benefit in line with the expenditure involved.’</p> <p>The clerk confirmed the limit set for 2016-17 is £7.42 per elector on roll. This expenditure would be well within those limits.</p>	

	<p>Following discussion it was agreed:</p> <ul style="list-style-type: none"> • Not to supply plainings as quantities involved were too high and there would be costs moving them to the site • To commission Max Cook (T Cook & Son Farmers Ltd) to deliver this work as per quote above • To use funding for the cemetery shed towards this work thus reducing the amount withdrawn from investment account, funding for the cemetery shed would be reallocated in the 2017-18 budget • To withdraw £3000 from the investment account (this includes £687 contribution towards the second defib as agreed in Aprils meeting, ref 16/04/10) • Clerk to plan how to recoup this money, mainly by transferring cemetery fees back into the investment account in the future <p>Proposed: MS Seconded: NF Outcome: Show of hands – all 6 councillors present voted in favour of this work to go ahead as outlined above.</p> <p>Clerk to make arrangements with Max Cook to commission the work.</p>	Clerk
16/06/09	To agree on Festive Field landscaping and location of pedestrian gate	
	<p>The parish council have £2,000 of commuted sums funding allocated to this project.</p> <p>Tony Cook (who holds the previously agreed quote for this work) has confirmed that the following items can be installed/planted within this funding:</p> <ul style="list-style-type: none"> • Specimen trees x 3 • Limited shrubs – it was suggested to have these planted near the benches • Pedestrian access gate • No bulbs <p>Following discussion, it was agreed to proceed with the:</p> <ul style="list-style-type: none"> • Planting of limited shrubs near / around the benches • Installation of pedestrian gate, location to be agreed <p>Clerk to research legal agreement that was made when the land was purchased to check the definition of the space, to bring this back to a future meeting.</p> <p>Proposed: MS Seconded: SM Outcome: All agreed</p>	Clerk
16/06/10	To discuss allotment issues	
	<p>The tenant of plot 32 is requesting a transfer due to problems with the mares tail weed.</p> <p>Following discussion it was agreed for the tenant to go to the top of the waiting list and if plants are to be moved to a new plot, they must have their roots thoroughly washed first to avoid transferring the weed.</p> <p>Proposed: JS Seconded: MS Outcome: All agreed</p> <p>Clerk to speak to the tenant.</p>	Clerk

16/06/11	To adopt parish council risk assessment for 2016-17	
	<p>Clerk explained that a new document has been created by merging two different risk assessments to create one that is more tailored to our needs, is concise and more user friendly.</p> <p>There are some areas that need addressing including policies that are needed, which the clerk is aware of.</p> <p>To adopt the parish council risk assessment.</p> <p>Proposed: DJ Seconded: JS Outcome: All agreed</p>	
16/06/12	To discuss parish council communication	
	<p>The Community Review highlighted comments that were centred on residents not knowing who was on the Parish Council and the need for more public presence from Councillors so they are better known in the community.</p> <p>The discussion focused on the website, with JS volunteering to trial a new website for the parish council.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • Set up a new communications committee • Put photos of parish council on new notice board once installed • Have a councillor profile in the newsletter <p>Proposed: DJ Seconded: SM Outcome: All agreed</p>	
16/06/13	To agree to request a 'part time' 20 mph outside Burstwick Primary School	
	<p>The parish council agree with the proposal as outlined.</p> <p>Proposed: NF Seconded: JS Outcome: All agreed</p>	
16/06/14	To review and agree to support a speed limit buffer on B1362 Burstwick / Hedon Road	
	<p>The parish council agree with the proposal as outlined, but would like to see the speed restriction extended past the Burton Pidsea junction.</p> <p>Proposed: NF Seconded: JS Outcome: All agreed</p>	
16/06/15	To review and agree to support the extension of 40mph buffer, Newfield Lane, Lelley	
	<p>The parish council agree with the proposal as outlined.</p> <p>Proposed: DJ Seconded: SM Outcome: All agreed</p>	

16/06/16	To receive quarterly financial report and budget monitoring	
	<p>The clerk confirmed that in the first quarter (April – June) the parish council have had receipts totalling £12,161.76 from the first half of the precept, the VAT return, allotment rents and cemetery fees. Payments were made totalling £8,157.34</p> <p>On budget monitoring, the following areas were within budget:</p> <ul style="list-style-type: none"> • Office costs/payroll • Wages • Allotments • Village Maintenance • Street lights • Insurance / Inspection • Training <p>The following areas are to be monitored:</p> <ul style="list-style-type: none"> • Cemetery – due to unexpected bill to repair criminal damage in cemetery • Equipment annual service – service and repairs to flood pumps will come in over-budget <p>The following areas are over budget:</p> <ul style="list-style-type: none"> • Other parish expenses – due to purchases to support dog fouling project and parish post box • Other – the purchase of the second defib, the parish council were hoping for grant funding to cover this but it was not forthcoming, parish council agreed to use reserves to part fund the defib – this was not factored in to the budget when it was set. <p>Clerk to continue to provide budget monitoring on a quarterly basis.</p>	
16/06/17	To agree clerks overtime for June	
	<p>To agree for 5 extra hours to be paid in June, to cover time spent dealing with cemetery vandalism.</p> <p>Proposed: MS Seconded: SM Outcome: All agreed</p>	
16/06/18	To agree to implement the 2016-18 national salary award	
	<p>To agree to increase clerks salary as outlined from £9.02per hour to £9.12 per hour.</p> <p>To agree to increase gardeners wage from £8.00 per hour to £8.22 per hour.</p> <p>The wage rises have been budgeted for in 2016-17 working budget.</p> <p>Proposed: NF Seconded: JS Outcome: Shown of hands – 6 - all agreed.</p> <p>Clerk to inform payroll service of wage increases.</p>	Clerk

16/06/19	Approve Accounts for Payment	
	Approve the schedule of payments for June as follows:	
	Andrew Jackson Solicitors	600.00
	Npower	19.48
	HMRC	43.00
	Gardeners expenses: Petrol	40.00
	Gardeners expenses: Plants	10.00
	Clerks expenses: stationary	3.35
	Clerks expenses: number plate	10.00
	Clerks expenses: number plate adhesive	1.29
	Handy Andy - Cemetery turf	1000.00
	Payroll	42.00
	Receipts	
	Allotment rents	6.75
	Wayleave payment Northern Powergrid	1.86
	Headstone fee	60.00
	Proposed: MS	
	Seconded: SM	
	Outcome: All agreed	
16/06/20	Items for next month's agenda	
	The following items were raised:	
	<ul style="list-style-type: none"> • Extension at Churchill Rise • Website demo • Road safety issues at Weghill Road Junction and poor visibility at Station Road Junction/Main Street 	
	Date of next meeting	
	Thursday 28 th July, 7.30pm at Burstwick Primary School	
	Meeting closed at: 9.35pm	