

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn

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Parish Council meeting

Thursday 24th November, 2016

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

AGENDA

- 2016/11/01 To note apologies for absence
- 2016/11/02 Councillors to disclose their interests in matters to be discussed
- 2016/11/03 Members of the public are invited to address the council
- 2016/11/04 To confirm the minutes of the meeting held on 20th October 2016
- 2016/11/05 To receive the clerks report and councillor updates
- 2016/11/06 To note correspondence received
- 2016/11/07 To consider planning applications received and note planning decisions
- 2016/11/08 To review parish council charges and fees
- 2016/11/09 To agree parish council budget for 2017-18
- 2016/11/10 To agree precept for 2017-18
- 2016/11/11 To agree insurance renewal quote for 2016-17
- 2016/11/12 To consider BT proposal to remove public phone box at Pinfold Lane
- 2016/11/13 To consider donation request from 1st Keyingham Scouts
- 2016/11/14 To receive an update on landscaping at Festive Field
- 2016/11/15 To review and agree membership of play area committee
- 2016/11/16 To consider damage to play area and general repairs needed
- 2016/11/17 To agree to hold a housing needs survey in the village
- 2016/11/18 To agree to submit a pre-application form to War Memorials Trust for grant funding for the conservation of the village War Memorial
- 2016/11/19 To agree payments in accordance with the budget
- 2016/11/20 Items for next meeting in January

The next meeting of Burstwick Parish Council is on Thursday 26th January 2017 at 7.30pm at Burstwick Primary School

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 24th NOVEMBER 2016

Present: Cllr. D Rainforth – Chairman DR
 Cllr. M. Armstrong MA
 Cllr. A Brown AB
 Cllr. N Fairbank NF
 Cllr. D James DJ
 Cllr. J Kitchener JK
 Cllr. J Stamford JS

Public: 4

| Minute | Discussion and agreement | Action |
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| 16/11/01 | To note apologies for absence | |
| | Cllr. Mallinson | |
| 16/11/02 | Councillors to disclose their interests in matters to be discussed | |
| | <p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. Armstrong – Village Hall, Wind Farm Fund Cllr. Brown – Village Hall, allotments, war memorial Cllr. James – Village Hall, war memorial Cllr. Kitchener – Village Hall Cllr. Rainforth – Burton Pidsea Wind Farm Fund Cllr. Stamford – Allotments</p> | |
| 16/11/03 | Members of the public are invited to address the council | |
| | <p>A resident raised concerns about the proposed development at the Nags Head pub, the planning permission states that the development has to begin by 27th January 2017. The approved plans are for two 3 bedroomed houses and two 2 bedroomed houses, however on Mr Ralphs website it shows plans for two 4 bedroomed houses on the site. Also there is an old garage as part of the site to be developed, that backs on to the allotments which has an asbestos roof.</p> <p>A resident from Auction Close reported that the road is breaking up as the final top surface has not been put down. This was raised at the October meeting, the main reason why the work is not complete is that a Section 38 agreement is needed between the developer CR Reynolds and East Riding of Yorkshire Council. The resident was advised to contact the NHBC. They also raised concerns about people parking on the street when the pub car park is full.</p> <p>A resident reported lorries coming down Station Road and had to swerve onto the pavement to avoid them.</p> | |
| 16/11/04 | To confirm the minutes of the meeting held on 20th October 2016 | |
| | <p>Signed as a correct record. Proposed: AB Seconded: DJ All agreed.</p> | |

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| 16/11/05 | To receive the clerks report and councillors updates | |
| | <p>Clerk has spent time working on the budget for 2017-18 and precept.</p> <p>Parish Council annual Insurance renewal – clerk has been in contact with insurers to add items to schedule and to make sure council is adequately covered.</p> <p>The fencing works along the footpath which joins Woolam Hill and school are now complete, contractors have done a good job.</p> <p>Clerk submitted accounts for the six monthly internal audit with AJACS. A report has been submitted that concludes <i>“on the basis of the work carried out, I remain satisfied that the accounts and records of the council continue to be well maintained. There are no other matters arising from audit and there are no areas of concern to which the attention of the council need to be drawn at this time”</i>. The report is available for councillors to inspect if they wish.</p> <p>Clerk has new ‘clean up after your dog’ signs from ERYC that need to be placed on the lampposts, Cllr. Brown volunteered to help.</p> <p>Clerk attended annual ERNLLCA conference and attended presentations on risk/insurance, devolution of services, freedom of information/data protection, local council award scheme and changes to annual return form.</p> <p>Clerk informed council that the new noticeboard should be ready in the new year.</p> <p>The two trustees of the playing field association met on 29th October to agree to close the charity, the Charities Commission has been informed and awaiting confirmation.</p> <p>DJ updated council on recent village hall management committee meeting, key areas included Humberside Fire and Rescue will be doing an audit of the hall in the new year, the treasurer has resigned and will step down at the end of March 2017 and the committee agreed to put an application into the windfarm fund to replace the flat roof.</p> | |
| 16/11/06 | To note correspondence received | |
| | <p>Police Report</p> <p>5/10/16 Non dwelling burglary, Ellifoot Lane</p> <p>23/10/16 Theft, Churchill Rise</p> <p>23/10/16 Criminal damage, Pinfold Lane</p> | |
| | <p>Burstwick Parish Council emails</p> <p><i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>61/16 Improving Urgent Care in East Riding of Yorkshire, NHS formal consultation 25 October – 17th January (Chairman to add this to the end of the meeting as an additional agenda item)</p> <p>62/16 ERNLLCA October newsletter</p> <p>63/16 East Riding of Yorkshire Landscape Character Assessment update</p> <p>64/16 Invite to East Riding of Yorkshire Council budget event</p> <p>65/16 Humberside Police crime data for October</p> <p>66/16 East Riding of Yorkshire Council to put forward topics for scrutiny</p> <p>67/16 Humberside Police Street Beat newsletter for October</p> <p>68/16 East Riding of Yorkshire Council six month ASB data</p> <p>69/16 Humber and Wolds Rural Community Council Community Led Housing workshop 8th December</p> <p>70/16 ERYC bus consultation, final proposals briefing at County Hall, 5th December</p> | |

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| | <p>Letters received</p> <p>Graham Stewart MP re safeguarding Beverley and Holderness Constituency -Boundary Commission recommended no change</p> <p>1st Keyingham Scouts requesting a donation</p> | |
| 16/11/07 | To consider planning applications received | |
| | <p>Planning applications:</p> <p>16/03460/PLF construction of vehicular access with dropped kerb, 3 West Villas, Burstwick</p> <p>Discussion: Observation that the dropped kerb annotation was missing from the plan, otherwise no objections.</p> <p>Proposed: DJ Seconded: JK</p> <p>16/03690/PLF erection of single storey extension with external and internal alterations, Springfield Water Gardens, Hedon Road</p> <p>Discussion: No objections.</p> <p>Proposed: MA Seconded: AB</p> | |
| | <p>Planning Decisions to note:</p> <p>16/03035/PLF creation of new vehicular access, 2 West Villas, Burstwick Planning permission granted subject to conditions.</p> | |
| | <p>Appeal Decisions to note</p> <p>None this month.</p> | |
| 16/11/08 | To review parish council charges and fees | |
| | <p>Cemetery fees were raised by £10 (apart from child burial) last November, taking effect from 1st April 2016. Parish council agreed to not raise cemetery fees and review again in November 2017.</p> <p>Proposed: AB Seconded: MA</p> <p>Allotment rents to be reviewed in March 2017.</p> | |
| 16/11/09 | To agree parish council budget for 2017-18 | |
| | <p>The Finance Committee, which met on Monday 21st November made the following recommendations on the budget for consideration by full council:</p> <ul style="list-style-type: none"> • To reduce charity donation to £100 • To ask Village Hall management committee to pay for their membership of Rural Community Buildings Network • Investigate sponsorship of village newsletter to cover distribution costs <p>This would release £430 to a contingency fund.</p> <p>Following discussion it was agreed to keep the charity donation level at £200 per annum, review its usage and develop a donation policy. The parish council continues to pay for</p> | |

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| | <p>the membership of the Rural Community Buildings Network for a further year and review again next year. DJ reported that the newsletters are being distributed free of charge for this year and next in return for a small advert in the newsletter from the printers. This releases £250 from this year's budget and £250 from 2017-18 budget.</p> <p>To agree above changes and agree the budget for 2017-18.</p> <p>Proposed: DJ Seconded: JK Outcome: All agreed</p> | |
| 16/11/10 | To agree precept for 2017-18 | |
| | <p>The finance committee recommend a precept of £19,361.00 this is a 1.9% increase on 2016-17 precept of £19,000.</p> <p>This will add £32.25 (for the year) on a band D Council Tax base of £600.30.</p> <p>Proposed: AB Seconded: DJ Outcome: All agreed</p> <p>Clerk to inform ERYC of precept amount.</p> | Clerk |
| 16/11/11 | To agree insurance renewal quote | |
| | <p>The parish council are in a long term agreement with Zurich Municipal until December 2017.</p> <p>The renewal this year is £3185.62 for parish council, play area and village hall. Clerk has made sure that key pieces of new equipment have been added to the schedule including the second defibrillator and the four new benches on Festive Field.</p> <p>Proposed: MA Seconded: AB Outcome: All agreed</p> | |
| 16/11/12 | To consider BT proposal to remove public phone box from Pinfold Lane | |
| | <p>East Riding of Yorkshire Council wrote to the parish council about this consultation.</p> <p>The parish council has three options to consider:</p> <ol style="list-style-type: none"> 1. Agree to the removal of the payphone and box 2. Agree that the payphone can be removed and adopt the box for £1 3. Object to the loss of the payphone <p>Nine calls have been made from this payphone in the last 12 months.</p> <p>Following discussion, the parish council agreed to object to the loss of the phone box on the following grounds:</p> <ul style="list-style-type: none"> • The village has poor mobile signal • It is in a central position • It is opposite the pub - which has a defibrillator so would be essential in an emergency situation • 9 people have used it over the past year <p>Proposed: AB Seconded: JK Outcome: All agreed - Clerk to inform ERYC</p> | Clerk |

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| 16/11/13 | To consider a donation request from 1st Keyingham Scouts | |
| | <p>The Chairman advised that the council also need to consider a request from Burstwick All Saints Beavers and Cubs that was received by email.</p> <p>In a letter to the parish council Mrs Joanne Burrow, Scout Leader outlined reasons for the donation. There is no scouts group at Burstwick (only Beavers and Cubs) so children from Burstwick who want to move up to Scouts go to Keyingham. They are fundraising to cover the costs of a number of outings and activities planned for next year including watersports at Lord Amory Docklands Scout project ship in Canary Wharf, London, county camp and International Jamboree camp in Lincoln.</p> <p>In an email to the council, Beaver Leader Mr Willem Brugge outlined the need for funding to help with the set up costs of an explorer scouts group (for young people aged 14-18).</p> <p>Following discussion the parish council agreed to award both groups a donation of £30 each.</p> <p>Proposed: DJ Seconded: MA Outcome: All agreed</p> <p>Clerk to inform both groups.</p> | Clerk |
| 16/11/14 | To receive an update on landscaping on Festive Field | |
| | <p>Clerk informed council that work on the Kissing gate and planting work is due to start very soon.</p> <p>MA to meet with Tony Cook to explore options of anchor point/ post hole.</p> <p>Clerk to write to Lea Anne Wright to ask for an extension, the money awarded has to be spent by December.</p> | MA Clerk |
| 16/11/15 | To review and agree membership of play area committee | |
| | <p>Cllr. Stamford and Cllr. Fairbank were interested in joining, along with rep from school – caretaker and one interested parent.</p> <p>Cllr. Stamford volunteered to join this committee.</p> <p>Proposed: DJ Seconded: MA Outcome: All agreed</p> <p>Clerk to contact school and interested parent and to get a committee meeting arranged for December / January to review repairs needed and inspection training.</p> | Clerk |
| 16/11/16 | To consider damage to play area and general repairs needed | |
| | <p>Tony Grassby has provided a verbal quote of approx. £500 for the general maintenance including:</p> <ul style="list-style-type: none"> • Pedestrian access gate x2 - paint a contrasting colour to the fence • Paint boundary fence between toddlers and older children’s play area colour to match existing fencing • Remove projecting bolt threads from ERYC no alcohol sign • Cradle swings - cut overhanging tree branch so minimum clearance of 2m from swing • Toddler multi-play: clean access steps of moss and algae and treat appropriately | |

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| | <ul style="list-style-type: none"> • Install CCTV sign • Repair bench in toddlers play area <p>As this work is urgently needed, the parish council agreed to not seek a second quote and to award the work to Tony Grassby.</p> <p>Other damage reported includes the climbing net is ripped in two parts, the wooden uprights are chipped and need filling and the ground needs levelling in places. Clerk to ask if Tony Grassby can add these to the list.</p> <p>Proposed: MA Seconded: JK Outcome: All agreed</p> <p>Clerk to contact Tony Grassby to arrange for the work to be completed.</p> | Clerk |
| 16/11/17 | To agree to hold a housing needs survey in the village | |
| | <p>Following our discussions with David Siddle the Rural Housing Enabler from ERYC at the October meeting, he has sent an example covering letter and survey that he is using in Burton Pidsea.</p> <p>This will be a useful survey to do in Burstwick and will give us good quality information on housing needs, demand and type of housing that could be used to influence future development in the village.</p> <p>Following discussion it was agreed to proceed with the survey, but to check if there are any costs to be incurred by the parish.</p> <p>Proposed: MA Seconded: NF Outcome: All agreed</p> <p>Clerk to contact David Siddle</p> | Clerk |
| 16/11/18 | To agree to submit a pre-application form to the War Memorials Trust for grant funding for the conservation of the village War Memorial | |
| | <p>DJ circulated revised quote for information from WP Everingham & Sons Ltd.</p> <p>The scope of works includes:</p> <ul style="list-style-type: none"> • Steam clean the cenotaph with approved DOFF system to remove all moss, lichen and organic growth • Re-gild of the inscription work on the granite plaques • Recut and repaint the lettering on the sandstone block below the column • Clean out and repoint selective joints with lime mortar • Total £2954.30 plus vat (vat is £590.86) <p>The quote also provides for the option of having the railing removed to improve access, this is priced at an additional £300 plus vat (vat is £60).</p> <p>Parish council to agree to submit a pre-application for grant funding to carryout the works outlined above.</p> <p>Proposed: MA Seconded: JK</p> | |

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| | <p>Outcome: All agreed</p> <p>Clerk to complete paper work and submit form.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/11/19 | Approve Accounts for Payment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Approve the schedule of payments for November as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 40px;">AR Garrett Contractors - fencing</td><td style="text-align: right;">1048.20</td></tr> <tr><td style="padding-left: 40px;">Zurich Municipal insurance</td><td style="text-align: right;">3185.62</td></tr> <tr><td style="padding-left: 40px;">ERYC Street lights SLA</td><td style="text-align: right;">1828.50</td></tr> <tr><td style="padding-left: 40px;">The Royal British Legion - wreaths</td><td style="text-align: right;">42.50</td></tr> <tr><td style="padding-left: 40px;">SLCC - CiLCA registration fee</td><td style="text-align: right;">250.00</td></tr> <tr><td style="padding-left: 40px;">Yorkshire Water - allotments</td><td style="text-align: right;">134.57</td></tr> <tr><td style="padding-left: 40px;">AJACs internal audit fees</td><td style="text-align: right;">85.00</td></tr> <tr><td style="padding-left: 40px;">HMRC</td><td style="text-align: right;">21.40</td></tr> <tr><td style="padding-left: 40px;">November salaries (Clerk & Gardener)</td><td style="text-align: right;">673.01</td></tr> <tr><td style="padding-left: 40px;">Gardeners expenses – plants/compost</td><td style="text-align: right;">22.00</td></tr> <tr><td style="padding-left: 40px;">Clerk expenses - ream of paper</td><td style="text-align: right;">2.40</td></tr> <tr><td style="padding-left: 40px;">Clerks expenses - card</td><td style="text-align: right;">2.00</td></tr> <tr><td style="padding-left: 40px;">Clerks expenses - glow sticks</td><td style="text-align: right;">7.49</td></tr> <tr><td style="padding-left: 40px;">Clerks mileage - ERNLLCA conference</td><td style="text-align: right;">12.60</td></tr> <tr><td style="padding-left: 40px;">Payroll</td><td style="text-align: right;">42.00</td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2">Receipts</td></tr> <tr><td style="padding-left: 40px;">Cemetery fees</td><td style="text-align: right;">170.00</td></tr> <tr><td style="padding-left: 40px;">Compensation payment from Court</td><td style="text-align: right;">100.00</td></tr> </table> <p>Proposed: JK Seconded: AB Outcome: All agreed</p> | AR Garrett Contractors - fencing | 1048.20 | Zurich Municipal insurance | 3185.62 | ERYC Street lights SLA | 1828.50 | The Royal British Legion - wreaths | 42.50 | SLCC - CiLCA registration fee | 250.00 | Yorkshire Water - allotments | 134.57 | AJACs internal audit fees | 85.00 | HMRC | 21.40 | November salaries (Clerk & Gardener) | 673.01 | Gardeners expenses – plants/compost | 22.00 | Clerk expenses - ream of paper | 2.40 | Clerks expenses - card | 2.00 | Clerks expenses - glow sticks | 7.49 | Clerks mileage - ERNLLCA conference | 12.60 | Payroll | 42.00 | | | Receipts | | Cemetery fees | 170.00 | Compensation payment from Court | 100.00 | |
| AR Garrett Contractors - fencing | 1048.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zurich Municipal insurance | 3185.62 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ERYC Street lights SLA | 1828.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Royal British Legion - wreaths | 42.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLCC - CiLCA registration fee | 250.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yorkshire Water - allotments | 134.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AJACs internal audit fees | 85.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC | 21.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November salaries (Clerk & Gardener) | 673.01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gardeners expenses – plants/compost | 22.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk expenses - ream of paper | 2.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerks expenses - card | 2.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerks expenses - glow sticks | 7.49 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerks mileage - ERNLLCA conference | 12.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payroll | 42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Receipts | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cemetery fees | 170.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compensation payment from Court | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/11/20 | Items for January's agenda | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Play area Street lights Churchill Rise – planning Cemetery shed</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/11/21 | Improving Urgent Care in East Riding of Yorkshire, NHS formal consultation 25 October – 17th January | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Parish Council agree to write a letter of objection to the CCG on its proposals to close Withernsea and Hornsea minor injuries units.</p> <p>Clerk to draft letter and circulate for comments before sending to CCG.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Date of next meeting Thursday 26 th January, 7.30pm at Burstwick Primary School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Meeting closed at: 9.30pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |