

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 22nd FEBRUARY 2018

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

Public: 5, PCSO Bainton

Minute	Discussion and agreement	Action
18/02/01	To note apologies for absence	
	Cllr. Cripsey Cllr. N Smith	
18/02/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. D Rainforth - non disclosed Cllr. A Brown – allotments, village hall Cllr. N Fairbank - non disclosed Cllr. S Gould – allotments Cllr. D James – village hall Cllr. M Smith - non disclosed	
18/02/03	Members of the public are invited to address the council	
	<p>A resident said that although work on the new 20mph signs is nearly complete, they are not going to make a difference. DJ reported that they are advisory during school drop-off in the morning and pick-up time in the afternoon. DJ also reported that work is underway to get a working group set up to look at road safety across the village. Two drop-in sessions are being planned to let residents register their interest in being part of the group – these will be advertised in the forthcoming village newsletter.</p> <p>A councillor asked why his car doesn't detect the signs, DJ suggested it was because they are not the standard circular signs for speed limits.</p> <p>PCSO Bainton reported that he will be doing some driver education regarding the 20mph advisory zone in the village at the end of February. He has also spoken to the Beavers and Cubs about speeding and road safety.</p> <p>The parish council has liaised with East Riding of Yorkshire Council for years about speeding in the village; the 40mph buffers should also make a difference. It was stated that these were only installed after the policeman was killed on that stretch of road. It's always re-active rather than pro-active, the next accident will be at the Weghill Road junction.</p>	

	<p>A resident asked if the parish council had heard anything about the 277 bus, no updates have been received. The year's trial ends on 1st April, Cllr Brown to make some enquiries.</p> <p>Two residents who live near the track bed of the old railway line raised concerns about the new industrial barriers that have been placed at regular intervals along the track. The track is used by many local people for walks and by horse riders; it's also used by poachers and young people who come out from Hull on motor bikes. If there is an accident or an emergency – how would the emergency services get down the track? What is the emergency plan – who has access to keys to open the barriers? Clerk to make enquiries with ERYC about this.</p> <p>PCSO Bainton reported that the main issues in the area is thefts from vehicles and opportunist thefts. There are a number of transit vans in the area looking for scrap metal on drive ways. Don't leave anything of value on your drive and report any suspicious vehicle using the 101 number. The police have recently seized three vehicles that have been involved in local crimes.</p> <p>PCSO Bainton also reported that 10 police officers are going to be based from Hedon Police Station and the front desk will be open 9-1 and 2-5 on Wednesdays and Fridays. There has been a big recruitment drive and the East Riding area is set to benefit from new PC's.</p>	<p>AB</p> <p>Clerk</p>
<p>18/02/04</p>	<p>To confirm the minutes of the meeting held on 25th January 2018</p>	
	<p>Signed as a correct record. Proposed: AB Seconded: Ms Outcome: All agreed.</p>	
<p>18/02/05</p>	<p>To receive the clerks report and councillors updates</p>	
	<p>Update on recent issues discussed and decisions taken:</p> <ul style="list-style-type: none"> • Work on the beacon is progressing, Tony Cook Ltd will be returning in the next week or so to affix the basket • Work to repair memorials in the cemetery is booked in with Everingham's, they are waiting for ground conditions to dry off to keep damage to the grass to a minimum • Clerk has been researching options for a memorial rose border in the cemetery this will be brought back to the March meeting for consideration • Work on Woolam Hill path has been rescheduled for Easter, again for ground conditions, temperature and weather to improve • Play area annual inspection report highlighted the need for a number of low level repairs to the equipment, Clerk will be asking Playdale to requote to take account of these, hopefully bring back to the March meeting for consideration • Clerk reported that the parish councils grant application to the Burton Pidsea Wind Farm Fund has been successful, the panel awarding £796 for two benches in the play area • Clerk has submitted grant monitoring / end of grant report to the Burton Pidsea Wind Farm Fund for the brick planters <p>Councillors updates:</p> <ul style="list-style-type: none"> • DJ reported that the village hall management committee were successful in their grant application to Burton Pidsea Wind Farm Fund for the replacement ceiling tiles and new lighting, this work is scheduled for the summer holidays when the hall is used less 	

	<ul style="list-style-type: none"> DJ advised that the wind farm fund is still open for applications with a £500.00 limit, with applicants encouraged to make a contribution 	
18/02/06	To note correspondence received	
	<p>Police Report</p> <p>Crime data</p> <p>4/1/18 Commercial burglary, power tools taken, Hariff Lane 9/1/18 Damage to window, Beech Close 13/1/18 Commercial burglary, power drills taken, Hedon Road 30/1/18 Theft of multi-axle boxed trailer, Forkerley Hill Rise</p> <p>ASB</p> <p>24/1/18 Racial comment to another pupil on the school bus, Main Street 25/1/18 Moped ridden on playing field, Main Street</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>65/17 Meeting rural housing challenges seminar, 1st March 66/17 ERNLLCA Financial Responsibilities for councillors training course 67/17 Humberside Police crime data for January 2018 68/17 Annual Inspection Report for the play area 69/17 ERNLLCA January newsletter 70/17 Humberside Police Streetbeat Monthly Newsletter January 2018</p>	
	<p>Letters received</p> <p>ERYC confirmation of grant award from Burton Pidsea Wind Farm Fund</p>	
18/02/07	To consider planning applications received	
	<p>Planning applications:</p> <p>18/00555/HEDGE Bienvenu Stud Farm, Station Road, Burstwick</p> <p>It is not clear on the application what they intend to replace the hedge with, it's also a very old hedge and will support a considerable amount of wildlife. What do they proposed to put in place to continue to support wildlife?</p> <p>Parish council object as there is not enough information on what will replace the hedge and provision for habitat, to make a decision.</p> <p>Proposed: DJ Seconded: AB Outcome: all agreed</p> <p>Clerk to log comments on the public access system.</p>	Clerk
	<p>Planning Decisions to note:</p> <p>None</p>	
	<p>Appeal Decisions to note</p> <p>None</p>	
18/02/08	To agree updated cemetery regulations	
	<p>Clerk circulated a copy of the regulations for consideration. They have been re-ordered to flow better and a couple of new clauses added.</p>	

	<p>There were questions about health and safety regarding loose headstone and making sure the parish council receive details of next of kin, to be able to contact families about their headstones.</p> <p>Clerk advised that there are relevant clauses that cover the above questions.</p> <p>Council to adopt updated cemetery regulations</p> <p>Proposed: NF Seconded: AB Outcome: All agreed</p> <p>Clerk to upload onto website</p>	Clerk
18/02/09	To agree to make a further grant application to the War Memorial Trust	
	<p>As discussed at the working group meeting held on 13th February, parish council to agree to make a further grant application to the War Memorial Trust for the re-cutting and re-gilding in black of the lettering around the square plinth at the base of the column.</p> <p>Two quotes for council to consider as follows:</p> <p>Everinghams, Hedon</p> <p>Recut/sharpen 123 letters @ £4.00 per letter £492.00 plus VAT</p> <p>Regild 719 letters @ £0.70 per letter £503.30 plus VAT</p> <p>JP Rotherham</p> <p>Hand cut lettering on main memorial £720.00 plus VAT</p> <p>Hand cut lettering on separate vase £360.00 plus VAT</p> <p>Regild lettering £540.00 plus VAT</p> <p>DJ reported that the War Memorials Trust have advised that a pre-application is not necessary and that a full application can be made.</p> <p>Everinghams based on price would be the preferred contractor, however both quotes must be submitted with the application.</p> <p>Parish council agree to make a second application for the work as outlined above.</p> <p>Proposed: MS Seconded: SG Outcome: All agreed</p> <p>Cllr. James to complete the application form.</p>	DJ
18/02/10	To consider the new General Data Protection Regulations (GDPR) and identify steps needed to comply with the law	
	<p>Clerk attended a briefing session run by ERNLLCA on Tuesday 20th February. By 25th May 2018 the parish council need to do the following to comply:</p> <ul style="list-style-type: none"> • Contracts need setting up with any third parties that we give our data to – includes payroll and possibly undertakers 	

	<ul style="list-style-type: none"> • Appoint an independent Data Protection Officer (DPO) who will be like our internal auditor – need to move money round in the budget to cover this extra cost of approx. £800 • Agree new privacy notices for allotments and cemetery as a minimum – rolling out to staff and councillors • Must gain consent – must be a positive opt in – councillors, allotment tenants and cemetery – these must be kept on file • Council needs to buy a new lockable filing cabinet for council files as current cabinet has a lock but no key • It is recommended that parish councillors set up a separate email address for council business e.g. cllrbob@hotmail.co.uk – to keep council and personal emails separate – also looks professional • For more information see ERNLLCAs website and Information Commissioners website <p>As a starting point clerk has completed a Data Audit which has been circulated to all councillors for comment. It records all the data that the council holds, where it is held, who has access to it and how long it is kept.</p> <p>DJ suggested that instead of emailing out the village newsletter to an email group, those who want to view and electronic copy can do so via the website.</p> <p>Clerk circulated a consent form and draft privacy notice for allotment tenants, the aim is to send this out with the rent letters at start of April. Councillors made a number of helpful changes to the document.</p> <p>Clerk will await further guidance and sample documents from ERNLLCA.</p>	
18/02/11	To discuss the splitting of allotment plot 32 in to two plots	
	<p>This plot is currently in recovery following an infestation of mares tail weed. The allotment holder who agreed to help sort it out now wants to give it up.</p> <p>Cllr. Brown doubts that the plot is free of the weed. New tenants need to be notified that the plot needs to be well managed and dug over, not rotovated. Cllr. Brown and her husband are happy to give advice to new tenants.</p> <p>The parish council to agree to split this plot into two smaller plots of £10 each.</p> <p>Proposed: NF Seconded: DJ Outcome: All agreed</p> <p>There has also been a request from a current allotment holder (who already has 2 long plots) to take one of the smaller plots if plot 32 is split. However, there is a long waiting list with 6 residents of the village waiting for a plot.</p> <p>Parish council agree that both these plots must go to people on the waiting list.</p> <p>Proposed: NF Seconded: DJ Outcome: All agreed</p>	

18/02/12	To adopt Honorary Freeman/Woman Policy	
	<p>Clerk has drafted a policy for council to consider.</p> <p>There were no questions.</p> <p>Council to adopt Honorary Freeman / Freewoman policy.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed</p> <p>Clerk to upload policy to website.</p>	Clerk
18/02/13	To review parish councillor membership of village hall management committee	
	<p>Council needs to fill one vacancy of this committee to ensure that there are two councillors present at each management committee meeting.</p> <p>Current members are: Cllr. James, Cllr. Brown and Cllr. Stamford</p> <p>DJ reported that Cllr. Cripsey has said he is interested in joining the committee, there were no other offers.</p> <p>Cllr. Cripsey to join the village hall management committee</p> <p>Proposed: DJ Seconded: SG Outcome: All agreed</p>	
18/02/14	To agree costs for one councillor to attend financial responsibilities training course	
	<p>Cllr. N Smith is booked onto the session running at Withernsea on Thursday 8th March.</p> <p>Council to agree cost of £18.75 plus VAT</p> <p>Proposed: NF Seconded: SG Outcome: All agreed</p>	
18/02/15	To consider options for footpath sweeping machine	
	<p>Cllr. Gould presented two quotes for the council to consider.</p> <ul style="list-style-type: none"> • Eurommec Brava 800 walk behind sweeper £1995.00 plus VAT • Nilfisk SW750 sweeper £2499.00 plus VAT <p>The council felt it was a good idea, however there were a number of questions as follows:</p> <ul style="list-style-type: none"> • Does the parish council have the power to do this i.e. sweep the footpaths? • Who would operate it? • Are there more cost effective rental options? • Do we have the right insurance cover? <p>Chairman suggested that more research is needed on this idea along with answers to the questions. Information to be brought back to a future council meeting for a decision to be made.</p>	

18/02/16	To consider purchasing a basic mobile phone for clerk as a back-up phone																			
	<p>Clerk's home landline and internet went down for a couple of days earlier this month, it was a fault in the area and affected our neighbours too.</p> <p>It would be useful to have a mobile number for the parish council that could be used in following situations:</p> <ul style="list-style-type: none"> • as a back-up phone if landline is down or in emergencies • as an alternative way to contact the parish council <p>Looking for agreement to purchase basic phone up to a value of £30 and PAYG sim for £10 top up. Asda and Tesco offer basic phones and standard PAYG that doesn't expire.</p> <p>Councillors suggested it may be useful to spend more and have a smart phone so that emails can be accessed remotely.</p> <p>Clerk to research prices and bring back to March meeting for agreement.</p>	Clerk																		
18/02/17	To agree payments in accordance with the budget																			
	<p>To approved the schedule of payments as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">JP Rotherham - war memorial cleaning</td> <td style="text-align: right;">1800.00</td> </tr> <tr> <td>Tony Grassby Home & Garden Maintenance</td> <td style="text-align: right;">153.00</td> </tr> <tr> <td>The Play Inspection Company</td> <td style="text-align: right;">78.00</td> </tr> <tr> <td>ERNLLCA training course</td> <td style="text-align: right;">22.50</td> </tr> <tr> <td>Salaries for February</td> <td style="text-align: right;">543.20</td> </tr> <tr> <td>Glazik Kershaw Payroll Service</td> <td style="text-align: right;">44.40</td> </tr> <tr> <td>Credit Card - Stamps</td> <td style="text-align: right;">6.72</td> </tr> <tr> <td></td> <td style="text-align: right;">2647.82</td> </tr> </table> <p>Receipts</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">ROW fee</td> <td style="text-align: right;">25.00</td> </tr> </table> <p>Proposed: MS Seconded: DJ Outcome: All agreed</p>	JP Rotherham - war memorial cleaning	1800.00	Tony Grassby Home & Garden Maintenance	153.00	The Play Inspection Company	78.00	ERNLLCA training course	22.50	Salaries for February	543.20	Glazik Kershaw Payroll Service	44.40	Credit Card - Stamps	6.72		2647.82	ROW fee	25.00	
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18/02/18	Items for next month's agenda																			
	<p>Items from clerk:</p> <ul style="list-style-type: none"> • To agree allotment rents for 2019-20 • To review allotment tenancy agreement • To discuss / agree memorial rose border in the cemetery • To agree quote for play area repairs 																			
	<p>Date of next meeting Thursday 29th March at 7.30pm</p>																			
	Meeting closed at: 21:14																			