

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 29th MARCH 2018

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

Public: 3 and PCSO Bainton

Minute	Discussion and agreement	Action
18/03/01	To note apologies for absence	
	None	
18/03/02	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, village hall and play area Cllr. N Fairbank – play area Cllr. S Gould – allotments Cllr. D James – cemetery and play area Cllr. M Smith – none disclosed Cllr. N Smith – none disclosed</p>	
18/03/03	Members of the public are invited to address the council	
	<p>A resident asked about the 277 bus service. Cllr. Brown confirmed that due to lack of use from Burstwick, the service is being withdrawn from 6th May when the new timetable comes into force. Council expressed their disappointment as Cllr. Brown had worked hard to make sure the village was included.</p> <p>A resident asked about the planning application for the Integra site, council reported that they are still awaiting the decision.</p> <p>PCSO Bainton reported that he had conducted a speed survey on the bend by the school in the village. Most speeds recorded were around 18-19mph, with the fastest recorded at 24mph. This is reassuring that the new 20mph advisory signs are having an impact. There was also positive feedback from the parents. Council suggested getting the school children involved in the next speed survey.</p> <p>PCSO Bainton confirmed that he will look at parking problems (that were reported to the clerk by a resident) in the cul-de-sac on Woolam Hill at school drop-off times in the morning.</p>	

	<p>PCSO Bainton will also support further community speed watch sessions, if the drop-ins that Cllr. James has planned get new volunteers signing up. The drop-ins are taking place on Saturday 21st and Sunday 22nd April, 10am – 11am at the Village Stores.</p> <p>Although no crimes were reported in the village in February, vehicle crime remains a problem in the area, residents are urged to be vigilant.</p>	
18/03/04	To confirm the minutes of the meeting held on 22nd February 2018	
	<p>Signed as a correct record. Proposed: AB Seconded: MS Outcome: All agreed</p>	
18/03/05	To receive the clerks report and councillors updates	
	<p>Update on recent issues discussed and decisions taken.</p> <ul style="list-style-type: none"> • The beacon is now installed on Festive Field, next steps is to make a grant application for the gas burner unit – to be discussed at April meeting • A site meeting was held on 7th March with ERYC Transport team and Ellie Rose to discuss school buses – it was agreed to trial running one of the afternoon school buses in the opposite direction to prevent them meeting up in Burstwick • The vacancy for the parish councillor has been advertised on the noticeboard, website and parish council social media accounts • Clerk has been preparing documents needed for the year end internal audit • Extension to school path at Woolam Hill was completed over weekend of Saturday 24th - Monday 26th March • ERYC have confirmed that the bin on the amenity land by Elm Avenue can be moved – clerk is awaiting a price • Mr Beadle, the parish gardener, thanked all the councillors who made a personal donation in memory of his partner Peggy. £32 was raised and was split equally between The Queens Centre at Castle Hill Hospital and MacMillan Nurses. 	
18/03/06	To note correspondence received	
	<p>Police Report No crimes or ASB recorded in February</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 71/17 Workshop on 'local homes for local people', 17th March, Aldbrough (postponed) 72/17 Hull to Winestead Rail Trail consultation on management plan 73/17 Humberside Police crime data for February 74/17 Flood wardens timetable for wet test run on 18th March (postponed) 75/17 Humberside Police street beat newsletter February 2018 76/17 ERNLLCA Ethical Standards Review – review code of conduct 77/17 ERYC re: barriers on railway track 78/17 ERYC Rural Housing Seminar rearrange date – 22nd May 2018 79/17 Environment Agency – new floodline telephone number 80/17 ERYC Parish Transport Champions SE Zone, meeting 3rd April 7pm Hedon Town Council – Cllr. Rainforth to attend DR 81/17 ERYC reviewed and updated Code of Conduct 82/17 ERYC Parish Liaison Meetings 2018, Hedon Town Hall, Wednesday 9th May 6pm – Cllr. N Smith to attend NS</p>	
	<p>Letters received ERYC informing the council that it can co-opt to fill the casual vacancy ERYC Use of school premises renewal 2018-19</p>	

18/03/07	To consider planning applications received	
	<p>Planning applications: 18/00441/PLF: Re-location of portable offices and erection of canopy to existing factory, Forkerleys Farm, Hedon Road, Burstwick</p> <p>No objections.</p> <p>Proposed: AB Seconded: MC Outcome: All agreed.</p> <p>18/00769/PLF: Single storey extension to rear following removal of existing conservatory / kitchen, 6 Trinity Close, Burstwick</p> <p>No objections.</p> <p>Proposed: DJ Seconded: MS Outcome: All agreed.</p> <p>Clerk to log comments on the public access system.</p>	Clerk
	<p>Planning Decisions to note: 17/04077/CLE: Certificate of lawfulness for siting of a mobile home which has been used for residential occupation, land SE of Sangwin Concrete Products Ltd, Kelsey Hill, Hariff Lane, Burstwick.</p> <p>Planning permission granted subject to conditions.</p> <p>18/00555/HEDGE: removal of declining hedgerow, Bienvenu Stud Farm, Station Road, Burstwick.</p> <p>Council resolved to issue a hedgerow retention notice.</p>	
	<p>Appeal Decisions to note: None this month.</p>	
18/03/08	To review allotment rents for 2019-20	
	<p>Clerk has looked at current income and expenditure and proposes three options which the allotment committee have reviewed as follows:</p> <ol style="list-style-type: none"> 1. Keep rents as is and review again next year 2. Inflationary increase of 3% on all rents – take a small allotment to £10.30 and large allotment to £15.45. This would raise an extra £19.20 taking total income to £659.20 3. £1 increase on all rents – take a small allotment to £11.00 and a large allotment to £16.00. This would raise extra £53.00 taking total revenue to £693.00 <p>Cllr. Brown abstained from the discussion and voting on this agenda item.</p> <p>Clerk reported that current charges meet expenditure. There was a wide ranging discussion, most councillors thought a modest increase was needed every couple of years, however the issue was finding the right balance. Allotment rents were last increased in 2017, with the next increase not taking affect until 2019. As it will be two</p>	

	<p>years since the last increase, it was suggested the £1 increase would best cover future increases in running costs. Even with the increase, Burstwick allotment rents remain low compared to neighbouring parishes.</p> <p>It was proposed for council to raise all rents by £1, taking a small allotment and parish garden to £11.00 and large allotment to £16.00 from April 2019.</p> <p>Proposed: SG Seconded: MC Outcome: 4 in favour, 2 against and 1 abstention.</p> <p>Clerk to inform allotment tenants</p>	<p>Clerk</p>
<p>18/03/09</p>	<p>To review allotment tenancy agreement</p>	
	<p>Clerk and allotments committee have reviewed the tenancy agreement, which was last reviewed in 2013. The new agreement takes the best bits from the old agreement and merges them with the more comprehensive model agreement that the National Association of Local Councils (NALC) produces.</p> <p>It is recommended that the new agreement is used on all new tenancies from 1st April 2018.</p> <p>Council made two amendments as follows:</p> <ul style="list-style-type: none"> • to clause 6 (o) to exclude fruit bushes • to change allotment garden to allotment plot (this includes both allotment gardens and parish gardens) <p>Council asked clerk to investigate the possibility of moving all tenants onto the new agreement. Clerk to take advice from ERNLLCA</p> <p>Proposed: NF Seconded: MS Outcome: All agreed.</p> <p>Clerk to make amendment as set out above and to use new agreement on new tenancies from 1st April.</p>	<p>Clerk</p> <p>Clerk</p>
<p>18/03/10</p>	<p>To agree to hold Best Kept Allotments Competition</p>	
	<p>The council ran its first competition last year and it was a great success.</p> <p>Does council agree to run the completion again this year?</p> <p>Councillor asked if allotment holders were keen on the competition. It was reported that a number of plot holders had looked forward to the competition. It was also felt that it contributed to community spirit and pride in the allotments.</p> <p>A councillor asked how many prizes were given. Clerk confirmed there was a first prize and two runners up prizes of garden vouchers (£25 for 1st prize and two runners up prizes of £15 each), the winner was also presented with a trophy. Total costs of prizes was £68.24 and this was covered by allotment rents.</p> <p>It was proposed for Council to run the competition this year.</p> <p>Proposed: SG Seconded: DJ Outcome: All agreed.</p>	

18/03/11	To consider developing a memorial rose border in the cemetery	
	<p>Clerk has developed a proposal and costings to consider, following initial discussion at the January meeting.</p> <p>The border to be located at the far side of the cemetery (Church lane entrance), as this is a better growing location. 10 rose bushes will be planted. The work to dig the border and plant up will take place later this year.</p> <p>Proposed: AB Seconded: MS Outcome: All agreed.</p> <p>Clerk to add this to the parish council action plan for 2018-19.</p>	Clerk
18/03/12	To consider quote for replacing concrete step into the cemetery	
	<p>The step into the cemetery is cracked and unstable.</p> <p>Tony Grassby Home and Garden Maintenance has provided costings for three options as follows:</p> <ol style="list-style-type: none"> 1. Concrete step at £210.00 2. Steps with pavers at £180.00 3. Slope with pea gravel at £125.00 <p>Council discussed the options and it was suggested the concrete step would be most stable and less likely to crack.</p> <p>Although only quote was considered, it was proposed to carry out the work on health and safety grounds.</p> <p>Council to proceed with option 1, new concrete step at £210.00</p> <p>Proposed: NF Seconded: MC Outcome: All agreed.</p> <p>Clerk to contact Tony Grassby to arrange suitable date for work to start.</p>	Clerk
18/03/13	To discuss floral displays in the cemetery	
	<p>It has been noted that there are a number of graves with Christmas wreaths and one with a Christmas tree and tinsel still in place despite it being nearly 3 months since Christmas.</p> <p>What are council's views on this?</p> <p>Council understands it is an emotional issue, however the regulations are in place to make sure the cemetery is a safe and respectful place for all. Regulations clearly state that items are to be remove or replaced after 6 weeks.</p> <p>Clerk suggested a new sign for the cemetery to welcome people and to state it is owned and managed by the parish council.</p> <p>Clerk to draft text for sign and to source quotes, for approval at a future meeting.</p>	Clerk

18/03/14

To consider quote for repairs to play area

The play area committee carried out a quarterly operational inspection on Sunday 25th March and as part of the inspection checked if items on the quote for repair were needed. On inspection three nets did not need replacing and this has brought the costs down as follows:

Toddlers area

New cradle seats for toddler swings x 2 £99.10

New bushes for toddler swings x 8 £41.72

New shackle assemble toddler swings x 4 £24.16

New bench x 1 £398.00

Total: £562.98

Junior area

New bumper seats for junior swings x 2 £112.56

Replacement timber post for junior swings x 1 £315.38

Replacement scramble net on multiplay unit £421.40

New bench x 1 £398.00

Total: £1247.34

Delivery and installation to include removal of rotten wigwam, amend gate to close correctly, secure loose fixings on junior scramble net and service orbit roundabout

Total £990.00

Grand total: £2,800.32 plus £560.06 VAT = £3360.38

Clerk confirmed the 2018-19 budget for play area repairs is £2,500.00 plus £796.00 grant funding for benches. This totals £3296.00 – there is a £64.38 shortfall.

Other points for council to note:

The wooden trim trail is slowly rotting, it will need extensive repairs/replacement in the next 12 months – clerk has suggested this could form a bid to either commuted sums or wind farm fund later this year.

All the wooden play equipment needs treating with a ‘safe’ wood preserver – who will do this and when?

There was a general view that the work has to be done for health and safety reasons, there is no other option. Councillors suggested if Playdale could give guidance on a safe wood stain to use on the equipment. They also suggested if this could be added on to the other repairs free of charge as a goodwill gesture. DJ asked if the £990 delivery and installation charge could be reduced as three nets are not needed.

It was proposed for council to proceed with the repairs as quoted for above.

Proposed: MC

Seconded: SG

Outcome: All agreed.

Clerk to contact Playdale to discuss reduction in delivery/installation charge and guidance on wood stain as suggested above.

Clerk

18/03/15	To consider quote for repairs to the notice board	
	<p>Brian Fawcett the manufacturer of the noticeboard has provided the following quote:</p> <p>Re-stain and seal the noticeboard £76.00 plus VAT (£15.20)</p> <p>Note: the board was installed end of February / beginning of March 2017 (press cutting dated 2nd March 2017) so has been in place for just over a year.</p> <p>Cllr. Brown volunteered to re-seal and re-stain the noticeboard.</p>	
18/03/16	To discuss bus service 277	
	<p>Cllr. Brown confirmed that due to lack of use from Burstwick the service is being withdrawn from 6th May when the new timetable comes into force. Despite the service being advertised widely in the village, not enough people are using the bus. Its withdrawal will have an impact as there is no ASDA bus.</p> <p>A resident confirmed the 2-3 people use it regularly and the busiest days are Tuesdays and Thursdays.</p> <p>There is a meeting being held on 3rd April and it was suggested that having a two day a week service (on Tuesdays and Thursdays) could be proposed to EYMS.</p>	
18/03/17	To review the parish councils system of internal control	
	<p>In preparation for submitting the parish councils Annual Return for financial year 2017-18 to the external auditor PKF Littlejohn, the council reviewed its internal control procedures. Approval of the Annual Return will take place at the April meeting.</p> <p>Clerk circulated a review document for councillors to consider.</p> <p>There were no questions.</p> <p>Councils internal control procedures are fit for purpose.</p> <p>Proposed: AB Seconded: MC Outcome: All agreed.</p>	
	<p>To consider the exclusion of press and public for agenda item 18/03/18 due to the confidential nature of the business to be discussed.</p> <p>Proposed: DJ Seconded: MS Outcome: All agreed.</p>	
18/03/18	To agree nomination for Honorary Freedom of the parish	
	<p>Cllr. James nominated former long standing parish councillor Margaret Armstrong. This is in recognition for all the work she has done for the village on a voluntary basis over the last 25 years or more.</p> <p>Clerk confirmed that Margaret Armstrong is willing to accept the honour if it is agreed by the council.</p> <p>A councillor was against the award and asked what does the nominee actually get other than a scroll? Council confirmed it was purely honorary and there is no financial or other gains.</p>	

	<p>It was proposed that council make the award of Honorary Freedom of the parish to Margaret Armstrong to include the costs of the scroll at £69.00 plus VAT and nominal £50.00 to cover the cost of framing.</p> <p>Proposed: AB Seconded: MS Outcome: 7 in favour, 1 abstention</p> <p>Clerk to contact scroll provider to discuss requirements including white rose on scroll and text.</p> <p>Clerk to email scroll text to all councillors for approval.</p>	<p>Clerk</p> <p>Clerk</p>																																				
18/03/19	To agree payments in accordance with the budget																																					
	<p>Approve the schedule of payments for March as follows:</p> <p>Payments</p> <table border="0"> <tr><td>Vowles & Son Ltd lawnmower service</td><td>73.86</td></tr> <tr><td>FG Adamson & Son sit on mower service</td><td>335.91</td></tr> <tr><td>ERYC grit bin refills x 2</td><td>96.00</td></tr> <tr><td>Paul Rimmer (flood wardens) new battery</td><td>79.68</td></tr> <tr><td>AR Garrett Contractors (woolam hill path)</td><td>972.00</td></tr> <tr><td>HMRC</td><td>0.00</td></tr> <tr><td>R Blackburn Clerks salary</td><td>543.20</td></tr> <tr><td>Glazik Kershaw Payroll Service</td><td>44.40</td></tr> <tr><td>Credit Card - domain renewal</td><td>8.00</td></tr> <tr><td>Credit Card - stationary</td><td>3.99</td></tr> <tr><td>Credit Card - stationary</td><td>4.35</td></tr> <tr><td></td><td>2161.39</td></tr> </table> <p>Receipts</p> <table border="0"> <tr><td>Cemetery fees - reserve double cremation plot</td><td>120.00</td></tr> <tr><td>Cemetery fees - reserve double cremation plot</td><td>120.00</td></tr> <tr><td>Cemetery fees - opening fee</td><td>140.00</td></tr> <tr><td>Cemetery fees - reserve double grave</td><td>170.00</td></tr> <tr><td>War Memorials Trust grant payment</td><td>1130.00</td></tr> <tr><td></td><td>1680.00</td></tr> </table> <p>Proposed: SG Seconded: AB Outcome: All agreed.</p>	Vowles & Son Ltd lawnmower service	73.86	FG Adamson & Son sit on mower service	335.91	ERYC grit bin refills x 2	96.00	Paul Rimmer (flood wardens) new battery	79.68	AR Garrett Contractors (woolam hill path)	972.00	HMRC	0.00	R Blackburn Clerks salary	543.20	Glazik Kershaw Payroll Service	44.40	Credit Card - domain renewal	8.00	Credit Card - stationary	3.99	Credit Card - stationary	4.35		2161.39	Cemetery fees - reserve double cremation plot	120.00	Cemetery fees - reserve double cremation plot	120.00	Cemetery fees - opening fee	140.00	Cemetery fees - reserve double grave	170.00	War Memorials Trust grant payment	1130.00		1680.00	
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18/03/20	Items for next month's agenda																																					
	<ul style="list-style-type: none"> • Approve statement of accounts for year ending 31st March 2018 • Approve annual return governance statement for financial year 2017-18 • Approve annual return accounting statement for financial year 2017-18 • Agree to make a Wind Farm grant application for gas burner for the beacon • To agree costs of new sign for the cemetery • To note revised budget for 2018-19 • To agree cost to move bin on amenity land by Elm Avenue • To discuss response to ERYC survey on communication with town and parish council 																																					

	<ul style="list-style-type: none">• Allotment inspection outcome• Garden waste spilling onto Woolam Hill path• Approve purchase of defibrillator consumables• Approve expenditure from events budget	
	Date of next meeting Thursday 26 th April at 7.30pm in the primary school – Annual Parish meeting followed by parish council meeting	
	Meeting closed at: 21.07	