

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 26th APRIL 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

Public: 3 and PCSO Bainton

Minute	Discussion and agreement	Action
18/04/01	To note apologies for absence	
	Cllr. N Smith	
18/04/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. D Rainforth – Burton Pidsea Windfarm Fund Cllr. A Brown – allotments Cllr. M Cripsey – non disclosed Cllr. N Fairbank – none disclosed Cllr. S Gould – allotments Cllr. D James – Burton Pidsea Windfarm Fund Cllr. M Smith – allotments</p>	
18/04/03	Members of the public are invited to address the council	
	A resident asked if the parish council would consider purchasing a table and bench for the cemetery, this would help families prepare floral displays. Clerk to research prices and bring back to future meeting for discussion.	Clerk
18/04/04	To confirm the minutes of the meeting held on 29th March 2018	
	Signed as a correct record. Proposed: MS Seconded: AB Outcome: All agreed	
18/04/05	To receive the clerks report and councillors updates	
	<ul style="list-style-type: none"> Allotment rent letters were sent out on 3rd April, so far have collected approx. 60% of rents so far, also the majority have returned their signed consent form to comply with GDPR Clerk has asked Tony Grassby Home and Garden Maintenance to go ahead with the work to replace the concrete step into the cemetery, this work will take place in the next few weeks 	

	<ul style="list-style-type: none"> • Clerk has submitted the councils documents to the internal auditor and prepared the annual return documents ready for review and signing at this meeting • Clerk has submitted VAT return of £1646.32 for year 2017-18, this forms part of the council budget this year • War Memorials Trust (WMT) has paid the grant of £1130 to part cover the costs of cleaning and conservation work. Clerk has submitted documents to confirm grant has been paid and has updated the condition on War Memorials Online. The WMT has suggested that the council look at getting the memorial listed, this can be discussed at a future meeting • The council has also received payment from the Burton Pidsea Windfarm fund of £796.00 for two metal benches for the play area, once the council receives its precept then repair work can be formally ordered with Playdale Playgrounds Ltd, as agreed in the March meeting <p>Councillors:</p> <ul style="list-style-type: none"> • Cllr. James held a road safety drop-in session on 21st and 22nd April – 7 people have agreed to form a community working group. The first task of the group is to draft a road safety survey • Cllr. James reported that the village hall AGM was held recently and all the key roles have been filled by the same people, other than there is a new treasurer • Cllr. James thanked everyone for sponsoring and attending the race night • Cllr. Rainforth attended the Parish Transport Champions meeting on 3rd April, the 277 service is being withdrawn due to lack of use. From now on there will be two meetings per year per zone, the next meeting is 2nd October 2018 	
18/04/06	To note correspondence received	
	<p>Police Report for March</p> <p>Crime No crime</p> <p>ASB 02/03 Snow balls thrown at window, Pinfold Lane 26/03 Altercation between neighbours, Main Street</p> <p>PCSO Bainton reported that Holderness is to benefit from 32 new police officers, there is a team of officers working from Hedon Police Station.</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p>01/18-18 ERYC Town and Parish Council Communication Survey 02/18-19 ERYC Decision notice re: Integra site 03/18-19 East Riding CCG changes to urgent care provision 04/18-19 Humberside Police crime data for March 05/18-19 ERYC and Hull Joint Mineral Local Plan proposed submission consultation 06/18-19 ERYC Housing Strategy Rural Housing Seminar 22 May 07/18-19 ERYC Parish Transport Champions SE Zone notes from meeting 3rd April 08/18-19 Aldbrough Parish Council planning meeting 26th April</p>	

	<p>09/18-19 Internal Auditors Report for financial year 2017-18 10/18-19 ERYC briefing note on changes to bus services 11/18-19 ERYC ASB data for past 6 months 12/18-19 ERYC GDPR advice for town and parish councils</p>	
	<p>Letters received</p> <ul style="list-style-type: none"> • WMT to confirm payment of grant • ERYC Highways to inform that Ellifoot Lane is part of the surface dressing programme this year – work starting w/c 8th May • Invite to celebrate the Festival of St John at Beverley Minster 13th May 	
18/04/07	To consider planning applications received	
	<p>Planning applications: 18/00805/PLF Extension to provide additional storage facilities and change of use of part of agricultural land, Kirncroft Engineering, Greens Lane, Burton Pidsea</p> <p>There were no objections.</p> <p>Proposed: DJ Seconded: MS Outcome: all agreed</p> <p>18/00995/PLF First floor extension to side, 16 Elm Tree Farm Road, Burstwick</p> <p>There were no objections.</p> <p>Proposed: SG Seconded: AB Outcome: all agreed</p> <p>18/01238/PLF single storey extension to front and rear following demolition of existing, Turnham Lodge, Station Road</p> <p>There were no objections.</p> <p>Proposed: DJ Seconded: AB Outcome: all agreed</p> <p>Clerk to log comments on the East Riding Public access system</p>	Clerk
	<p>Planning Decisions to note: 17/01337/OUT Residential development following demolition of existing buildings, Integra Ltd, Main Street, Burstwick</p> <p>Planning permission granted, subject to conditions.</p>	
	<p>Appeal Decisions to note None</p>	
18/04/08	To note internal auditors report for financial year 2017-18	
	<p>Clerk has emailed a copy of the internal auditors report to all councillors.</p> <p>The auditor concluded by stating that ‘The accounts of the council continue to be well maintained and I am satisfied that the accounts are submitted free of material error. No</p>	

	<p>matters arose from the audit that need to be drawn to the attention of the council at this time.</p> <p>There were no questions.</p> <p>Council to note the audit report.</p>	
18/04/09	To approve statement of accounts for year ending 31st March 2018	
	<p>Council to approve receipts and payments account and bank reconciliation for year ending 31st March 2018. A copy of the signed accounts will be included with these minutes.</p> <p>There were no questions.</p> <p>Council to approve accounts as presented.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed</p>	
18/04/10	To approve annual return governance statement for financial year 2017-18	
	<p>Council to approve annual governance statement.</p> <p>Proposed: AB Seconded: MS Outcome: All agreed</p>	
18/04/11	To approve annual return accounting statement for financial year 2017-18	
	<p>Councillors to consider the accounting statement.</p> <p>There were no questions.</p> <p>The council approves the accounting statement for financial year 2017-18.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed</p> <p>Public rights to scrutinise accounts will run from Monday 4th June to Friday 13th July. Copies will be available to view on the noticeboard and website.</p> <p>Clerk to submit signed forms and other supporting papers to the external auditor by 11th June 2018.</p>	Clerk
18/04/12	To note revised budget for 2018-19	
	<p>Council to note revised budget. Clerk has made the following additions:</p> <ul style="list-style-type: none"> • £1,750 for cemetery maintenance • £500 for Data Protection Officer fees • £670 for stage 2 war memorial conservation. <p>This takes the budget to £28,340 which better reflects the council's outgoings.</p> <p>There were no questions.</p> <p>A summary of the revised budget will be added to the council's website.</p>	Clerk

18/04/13	To agree to apply to the Burton Pidsea Windfarm Fund to part fund gas burner for the beacon	
	<p>Clerk has received a quote from Bullfinch Gas for a burner unit at £317.50 + VAT +Del.</p> <p>There is £200 in the budget for this project.</p> <p>Council also have to consider installation costs from a Gas Safe engineer.</p> <p>The proposal is to make an application for £300 towards the costs of the burner with the parish council covering VAT, delivery and installation.</p> <p>Cllr. James offered to get a quote for the installation.</p> <p>Proposed: AB Seconded: MC Outcome: All agreed.</p> <p>Clerk to complete an application form and provide supporting documents as requested.</p>	Clerk
18/04/14	To agree wording and costs for new signs for the cemetery	
	<p>There is one quote from SSP Direct to consider.</p> <p>Custom Sign 400x300mm Aluminium Landscape with channelling £19.23 +vat each Gate, Railings and Fence Fixing Kit for Metal Signs (35mm bolts) £14.80+vat each</p> <p>Total cost for each sign £34.03+vat each or £68.06 for two.</p> <p>A £6.65+VAT carriage charge will be applied to any orders under £75+VAT.</p> <p>Clerk made one suggestion on the draft text to make it less wordy.</p> <p>Council to purchase two signs as set out above.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed.</p>	
18/04/15	To agree cost to move litter bin on amenity land by Elm Avenue	
	<p>The existing bin is badly located. ERYC have confirmed the costs to move the litter bin quoting £145.00 plus VAT.</p> <p>Councillors did question the cost and also wanted to know what would happen if the bin was damaged whilst it was being moved. Clerk will put this question to ERYC.</p> <p>Council to agree to pay this cost to move the litter bin.</p> <p>Proposed: DJ Seconded: MC Outcome: All agreed (albeit reluctantly due to cost)</p> <p>Clerk to contact ERYC about the work.</p>	Clerk

18/04/16	To approve purchase of new pads for both defibrillators	
	<p>The current pads are nearing their expiry dates. Cllr. James has checked prices on a number of websites.</p> <p>Despite charging for shipping, Wel-Medical who supplied the defibrillators through defibsafe are the most competitive at £29.95+vat each. Lifespan of replacement pads are 30-36 months.</p> <p>Cllr. James reported that the defibrillators have been deployed three times, but the pads haven't been used.</p> <p>Proposed Council to purchase two pads as per costs above.</p> <p>Proposed: SG Seconded: MS Outcome: All agreed</p> <p>Clerk to place order with Wel-medical.</p>	Clerk
18/04/17	To receive a report from the allotment inspection held on 21st April	
	<p>The allotment committee reported that the majority of plots are being worked and in good condition. Plot 47 was waterlogged; it was noted that the drain had been filled in, this may need re-digging. The tenant of plot 42 also stated that his plot was waterlogged. Cllr. Brown agreed to have a look at this.</p> <p>It was noted that plot 15 has put up a large fruit cage and that the posts are concreted in. Clerk to check the tenancy agreement.</p> <p>It was also noted that some plots are putting down large amounts of woodchip/bark. This must be removed if they give up their plots.</p> <p>Committee also suggested that all plots are re-numbered to make it easier to find plots.</p> <p>There is only one plot that has not been worked so far this year, plot 46. Committee recommends contact is made with the tenant to see what their plans are for the plot.</p> <p>Council agree that contact is made with tenant of plot 46</p> <p>Proposed: NF Seconded: DJ Outcome: All agreed</p>	AB Clerk Clerk
18/04/18	To discuss garden waste spilling on to the path between Woolam Hill and school	
	Council asked clerk to discuss this with ERYC Streetscene team.	Clerk
18/04/19	To discuss response to ERYC survey on communication with parish councils	
	The parish council gave their responses to the survey in the meeting. Clerk to submit answers to ERYC.	Clerk
18/04/20	To agree to set up dedicated parish council email addresses for all councillors	
	<p>To comply with the change in data protection laws it is recommended that councillors have a separate email account for council business.</p> <p>The new parish council website has the option to set up new email addresses.</p>	

	<p>Cllr. James has agreed to lead on this, to get all councillors a separate email address.</p> <p>Proposed: AB Seconded: MC Outcome: All agreed.</p>	DJ																										
18/04/21	To agree to co-opt to fill vacancy																											
	<p>There is one candidate Mr Steve Whiting.</p> <p>Council agree to co-opt Mr Whiting to fill the vacancy.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed.</p> <p>Clerk to send forms to ERYC.</p>	Clerk																										
18/04/22	To agree payments in accordance with the budget																											
	<p>Approve the schedule of payments for April as follows:</p> <p>Payments</p> <table> <tr> <td>AJACS Internal audit fee</td> <td>338.50</td> </tr> <tr> <td>ERNLLCA annual membership fee</td> <td>648.54</td> </tr> <tr> <td>Npower electric for Christmas tree</td> <td>18.90</td> </tr> <tr> <td>Mick Smith reimbursed for taps at allotments</td> <td>13.49</td> </tr> <tr> <td>HMRC</td> <td>0.00</td> </tr> <tr> <td>Clerks salary</td> <td>563.40</td> </tr> <tr> <td>Clerks millage (Hornsea to drop books at auditors)</td> <td>11.70</td> </tr> <tr> <td>Gardeners salary</td> <td>155.59</td> </tr> <tr> <td>Gardeners expenses - petrol</td> <td>20.00</td> </tr> <tr> <td>Payroll</td> <td>44.40</td> </tr> </table> <p>Receipts</p> <table> <tr> <td>Wind farm grant</td> <td>796.00</td> </tr> <tr> <td>Allotment rents @ Tuesday 24.4</td> <td>455.00</td> </tr> <tr> <td>1st half of precept</td> <td>10250.00</td> </tr> </table> <p>Proposed: DJ Seconded: AB Outcome: All agreed</p>	AJACS Internal audit fee	338.50	ERNLLCA annual membership fee	648.54	Npower electric for Christmas tree	18.90	Mick Smith reimbursed for taps at allotments	13.49	HMRC	0.00	Clerks salary	563.40	Clerks millage (Hornsea to drop books at auditors)	11.70	Gardeners salary	155.59	Gardeners expenses - petrol	20.00	Payroll	44.40	Wind farm grant	796.00	Allotment rents @ Tuesday 24.4	455.00	1st half of precept	10250.00	
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18/04/23	Items for next month's agenda																											
	To discuss bridge near bridle way																											
	Date of next meeting Thursday 31 st May 2018, 7.30pm at the primary school																											
	Meeting closed at: 21.04																											