

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 28<sup>th</sup> JUNE 2018**

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

Public: 0

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
	As Vice Chairman, Cllr. James took the Chair at this meeting, following the resignation of Cllr. Rainforth. A new Chairman will be elected at the July meeting.  Cllr. James thanked Cllr. Rainforth for his work during his time as Chairman and looked forward to his ongoing support.	
<b>18/06/01</b>	<b>To note apologies for absence</b>	
	Cllr. M Smith Cllr. S Whiting PCSO Bainton	
<b>18/06/02</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b> Non disclosed  <b>Non-pecuniary:</b> Cllr. A Brown – Village hall and allotments Cllr. M Cripsey – none disclosed Cllr. N Fairbank – none disclosed Cllr. S Gould – village hall, cemetery and play area Cllr. D James – village hall and cemetery Cllr. D Rainforth – cemetery Cllr. N Smith – none disclosed	
<b>18/06/03</b>	<b>Members of the public are invited to address the council</b>	
	No members of the public were in attendance.	
<b>18/06/04</b>	<b>To confirm the minutes of the meeting held on 31<sup>st</sup> May 2018</b>	
	Signed as a correct record. Proposed: DR Seconded: MC Outcome: all agreed	

18/06/05	<b>To receive the clerks report and councillors updates</b>	
	<ul style="list-style-type: none"> <li>• Playdale Playgrounds Ltd were on site at the play area on Thursday 28<sup>th</sup> June to undertake repairs, install new benches and to look at repairs needed to the adventure trail</li> <li>• Clerk has submitted paperwork to the War Memorials Trust (WMT), who have confirmed that the parish council have met both conditions of the grant. WP Everingham has advised of a start date of week commencing 23<sup>rd</sup> July and the WMT have confirmed this date</li> <li>• Clerk has received an email from Karen Wood confirming that the council has been successful in its wind farm grant application for the gas burner, however the exact amount awarded was not confirmed (email received on 29<sup>th</sup> June confirming full amount applied for was awarded)</li> <li>• The allotments will be judged on Tuesday 10<sup>th</sup> July - panel members so far are Margaret Armstrong and Ian Cutts (head teacher at the primary school)</li> <li>• £25 worth of bedding plants were stolen from the planter on Station Road, this was discovered on Sunday 10<sup>th</sup> June, the police have been informed</li> <li>• Payroll provider Glazik Kershaw have sent a data processing agreement to be signed and privacy policy for information</li> </ul> <p>Councillor updates:</p> <ul style="list-style-type: none"> <li>• Cllr. Brown reported that she has received complaints about two allotments – plot 21 and 7, an inspection will be arranged for July to look at all plots</li> <li>• Cllr. Brown reported that the hedge at 51 Churchill Rise was overgrown and restricting visibility coming out of Winston Close. Clerk to report this hedge on behalf of the council</li> <li>• Cllr. Rainforth reported issues with dog fouling especially at the end of Pinfold Lane, where people use the bridle way. Other hotspots for fouling include Newbridge Road, Station Road and Back Lane. Clerk to request a visit from the ERYC dog wardens</li> <li>• Cllr. Cripsey reported that the hedge at Woolam House, Main Street is overgrown by 6-8 inches onto the path causing it to narrow. Clerk to report this hedge on behalf of the council</li> <li>• Cllr. Gould reported that the path between Strathmore Avenue and the village hall is overgrown with weeds and is full of dog mess. Clerk to report this on behalf of the council</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
18/06/06	<b>To note correspondence received</b>	
	<p><b>Police Report</b>  <b>Crime data for May</b>  23/5/18 Theft of garden furniture, Chapel Close</p> <p><b>ASB</b>  16/5/18 Facebook altercation, Beech Close</p>	

	<p><b>Burstwick Parish Council emails</b>  <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i></p> <p><b>Emails</b>  18/18-19 ERYC Public Spaces Protection Orders Review 2019  19/18-19 ERYC Permission in principle information relating to planning applications  20/18-19 Humberside Police crime data for May  21/18-19 Humberside Police Streetbeat Newsletter for May</p>	
	<p><b>Letters received</b>  Invite to attend the opening exhibition of the 53<sup>rd</sup> Wildlife Photographer of the Year at Beverley Treasure House on Thursday 12<sup>th</sup> July</p> <p>Glazik Kershaw (payroll provider) with Data Processing Agreement and privacy notice</p>	
<b>18/06/07</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b>  None to consider</p>	
	<p><b>Planning Decisions to note:</b>  18/00995/PLF First floor extension to side, 16 Elm Tree Farm Road, Burstwick  Planning permission granted subject to conditions</p> <p>18/01238/PLF Single storey extension to front and rear following demolition of existing, Turnham Lodge, Station Road, Burstwick  Planning permission granted subject to conditions</p>	
	<p><b>Appeal Decisions to note</b>  None to consider</p>	
<b>18/06/08</b>	<b>To review and adopt updated Standing Orders</b>	
	<p>Clerk circulated document to councillors for comment.</p> <p>There have been a number of changes, mostly around new legislation, including data protection.</p> <p>There were no questions.</p> <p>Council to adopt updated Standing Orders.</p> <p>Proposed: AB  Seconded: SG  Outcome: All agreed</p>	
<b>18/06/09</b>	<b>To review and adopt updated Financial Regulations</b>	
	<p>Clerk has circulated the document to councillors for comment. This comprehensive document will replace the basic regulations that the clerk drafted in 2016.</p> <p>There were no questions.</p> <p>Council to adopt updated Financial Regulations</p> <p>Proposed: MC  Seconded: NF  Outcome: All agreed</p>	

<b>18/06/10</b>	<b>To consider quotes for a bench/table in the cemetery</b>	
	<p>Following a recent request for a table in the cemetery, clerk has researched some options as follows:  Garden furniture quality:  Metal love seat from £120  Wooden love seat from £304</p> <p>Street furniture quality from Streetmaster Ltd:  Lakeland picnic set in wood £1160 plus delivery plus vat  Oakland picnic set In metal £1064</p> <p>The request for a table is to help families prepare floral displays. The council didn't want to see a picnic table in the cemetery. It was suggested that the council look at what other cemeteries do to make provision for this. Cllr. Brown and Rainforth volunteered to look at this, to bring back information to a future meeting.</p>	<b>AB/DR</b>
<b>18/06/11</b>	<b>To discuss and agree the costs of a commercial waste contract for the cemetery</b>	
	<p>It has come to light that the parish council has been using All Saints Church green wheellie bin for the cemetery waste. Churches get the bin emptied for free, however cemeteries are classed as business waste and there is a charge.</p> <p>To continue with a standard 240l green bin emptied weekly will cost £4.59 per week, total for the year £238.68.</p> <p>Cllr. James has spoken to the Church Wardens and they are happy to leave the arrangement as it is.</p> <p>Parish Council to review the arrangement with the Church Wardens in March 2019.</p>	
<b>18/06/12</b>	<b>To discuss litter bins in the village</b>	
	<p>A resident has contacted the council stating that dog fouling is being left in bags in the Back Lane / Station Road area. They have suggested a bin either near the bus stop (by Burnham Avenue) or the brick planter on Station Road.</p> <p>Councillors suggested that the bins should be located on popular dog walking routes. It was stated that the bin located on Newbridge Road for that reason isn't effective, as bags are still thrown in the hedges.</p> <p>Locations mentioned that are in need of bins include Pinfold Lane at the end where bridleway starts and at the cut through at North Rise.</p> <p>It was mentioned that Driffield use the luminous signs. Cllr. James reported that the parish council purchased three signs and there is only one left, situated on the side of the village hall, the other two were stolen.</p> <p>Cllr. James volunteered to do a bin audit and plot locations of litter bins on a map, to bring back to a future meeting for discussion.</p> <p>The parish council is planning to hold a community litter pick later in the year.</p> <p>As previously mentioned, the clerk will request the ERYC dog wardens to visit the village.</p>	<b>DJ</b>      <b>Clerk</b>

<b>18/06/13</b>	<b>To consider quote for the clearing out of the ditch at Festive Field</b>	
	<p>The parish council organised for this work to be done in 2015 with the cost covered by commuted sums. Max Cook of T. Cook &amp; Son (Farmers) Ltd, who did the work in 2015, has quoted £765 plus vat. The parish council has budgeted for this cost. There were no questions.</p> <p>Council to proceed with the work as per the quote provided.</p> <p>Proposed: DR  Seconded: MC  Outcome: All agreed</p>	<b>Clerk</b>
<b>18/06/14</b>	<b>To agree expenditure from the events budget</b>	
	<p>To approve the following expenditure from the events budget:</p> <p>Prizes for the best Kept Allotments Competition - £55 of gardening vouchers  Temporary Event Notice for summer gala - £21  Bouncy Castle for summer gala - £120  Refreshments for summer gala – up to £100</p> <p>Total expenditure of £296.00</p> <p>This expenditure will be incurred using powers under S137 of the Local Government Act 1972</p> <p>Council to approve this expenditure using S137 powers.</p> <p>Proposed: SG  Seconded: AB  Outcome: All agreed</p>	<b>Clerk</b>
<b>18/06/15</b>	<b>To consider and agree design for War Memorial Gardens project</b>	
	<p>The War Memorial working group is looking at applying to commuted sums to fund landscaping work to create a garden area around the War Memorial.</p> <p>Trish Hopper has provided an artist’s impression of three different options, the idea being to open the area up and make it more accessible.</p> <p>The next steps is to secure quotes from contractors and to then apply to commuted sums. Clerk to circulate project schedule to council for information.</p> <p>This project is planned to start Spring 2019.</p> <p>Council preferred a combination of option1 and 3.</p> <p>Council to agree design / layout of the gardens</p> <p>Proposed: DR  Seconded: AB  Outcome: All agreed.</p>	<b>Clerk</b>

<b>18/06/16</b>	<b>To set up an emergency planning working group</b>	
	<p>The clerk would like a couple of councillors to help with this over the next few months. Three main areas of work to focus on:</p> <ol style="list-style-type: none"> <li>1. Community Emergency Plan 2016 needs updating to ensure it is fit for purpose and complies with GDPR</li> <li>2. Develop closer working links with the Flood wardens</li> <li>3. Plan and deliver a joint training exercise with the parish council and flood wardens</li> </ol> <p>It was also suggested that the plan should link up with the schools emergency procedures.</p> <p>Cllr. Fairbank and Brown agreed to help the clerk with this work.</p>	<b>Clerk/ NF/AB</b>
<b>18/06/17</b>	<b>To agree to purchase a gas burner unit for the beacon</b>	
	<p>The council has been successful in its wind farm grant application.</p> <p>To agree to purchase the gas burner as quoted from Bullfinch Gas:</p> <p><i>the basic ball installation including burner, Venturi assembly, hose and Regulator assembly (from the base of the beacon to the gas cylinders), Y manifold and pigtails (this connects two cylinder together), assembly drawing, would be £317.50 + VAT +Del.</i></p> <p>This expenditure will be incurred using S137 of the Local Government Act 1972.</p> <p>Council will need to arrange for it to be professionally installed. Cllr. James to ask Harts for a price, to be considered at a future meeting.</p> <p>Council agree to purchase gas burner as outlined above.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed</p>	
<b>18/06/18</b>	<b>To set up a Beacons of Light celebration working group</b>	
	<p>By purchasing the gas burner, the parish council will be able to hold its own commemorative event in the village as part of the 100<sup>th</sup> anniversary of the end of WW1.</p> <p>Two or three councillors are needed to help plan a celebration involving the beacon on Sunday 11<sup>th</sup> November 2018; working together with other community groups in the village and the church.</p> <p>Cllr Rainforth and James volunteered to help plan this event along with support from the clerk.</p>	<b>DR/DJ/ Clerk</b>

<b>18/06/19</b>	<b>To agree payments in accordance with the budget</b>																															
	<p><b>Payments</b></p> <table> <tr> <td>Tony Grassby Home &amp; Garden Maintenance</td> <td>210.00</td> </tr> <tr> <td>HMRC</td> <td>42.80</td> </tr> <tr> <td>Staff salaries for June</td> <td>856.51</td> </tr> <tr> <td>Gardeners expenses - petrol</td> <td>20.00</td> </tr> <tr> <td>Gardeners expenses - plants</td> <td>70.00</td> </tr> <tr> <td>ICO Data protection annual fee</td> <td>35.00</td> </tr> <tr> <td>Payroll</td> <td>44.40</td> </tr> <tr> <td>Credit card - stamps</td> <td>6.96</td> </tr> <tr> <td>Credit card - defibrillator pads</td> <td>83.83</td> </tr> <tr> <td>Credit card - annual fee</td> <td>32.00</td> </tr> <tr> <td></td> <td><b>1401.50</b></td> </tr> </table> <p><b>Receipts</b></p> <table> <tr> <td>Allotment rent</td> <td>8.00</td> </tr> <tr> <td>Headstone fee</td> <td>60.00</td> </tr> <tr> <td>Headstone fee</td> <td>60.00</td> </tr> <tr> <td></td> <td><b>128.00</b></td> </tr> </table> <p>Council to make these payments as outlined.  Proposed: DR  Seconded: MC  Outcome: All agreed</p>	Tony Grassby Home & Garden Maintenance	210.00	HMRC	42.80	Staff salaries for June	856.51	Gardeners expenses - petrol	20.00	Gardeners expenses - plants	70.00	ICO Data protection annual fee	35.00	Payroll	44.40	Credit card - stamps	6.96	Credit card - defibrillator pads	83.83	Credit card - annual fee	32.00		<b>1401.50</b>	Allotment rent	8.00	Headstone fee	60.00	Headstone fee	60.00		<b>128.00</b>	
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<b>18/06/20</b>	<b>Items for next month's agenda</b>																															
	Election of Chairman Quarterly financial update Outcome from allotments inspection																															
	<b>Date of next meeting</b> Thursday 26 <sup>th</sup> July 2018, 7.30pm in the school																															
	<b>Meeting closed at: 20.40</b>																															