

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 26<sup>th</sup> JULY 2018**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. N Fairbank NF  
 Cllr. S Gould SG  
 Cllr. D Rainforth DR  
 Cllr. Whiting SW

Public: 7

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>18/07/01</b>	<b>Election of Chairman</b>	
	<p>Following the recent resignation of Cllr. Rainforth as Chairman, a new Chairman must be elected.</p> <p>Cllr. Brown nominated Cllr. James, this was accepted by Cllr. James and Cllr. Gould seconded the nomination.</p> <p>Council was in agreement and Cllr. James was elected as Chairman.</p> <p>Cllr. James signed the declaration of acceptance of office.</p>	
<b>18/07/02</b>	<b>Election of Vice Chairman</b>	
	<p>As Cllr. James is now Chairman, a new Vice Chairman is needed.</p> <p>Cllr. Rainforth proposed Cllr. Brown, this was accepted by Cllr. Brown and Cllr. Gould seconded the nomination.</p> <p>Council was in agreement and Cllr. Brown was elected Vice Chairman.</p>	
<b>18/07/03</b>	<b>To note apologies for absence</b>	
	<p>Cllr. M Cripsey            Cllr. M Smith            Cllr. N Smith</p>	
<b>18/07/04</b>	<b>Councillors to disclose their interests in matters to be discussed</b>	
	<p>Pecuniary:            Non disclosed</p> <p>Non-pecuniary:            Cllr. A Brown – Allotments, Village Hall            Cllr. N Fairbank – None disclosed            Cllr. S Gould – Allotments, Village Hall, Play area            Cllr. D James – None disclosed            Cllr. D Rainforth – None disclosed            Cllr. S Whiting – Play area</p>	

<b>18/07/05</b>	<b>To award prizes for the Best Kept Allotments Competition 2018</b>	
	<p>The allotments were judge on Tuesday 10<sup>th</sup> July by an independent panel – Ian Cutts, Head at Burstwick Primary School and Margaret Armstrong.</p> <p>Congratulations to:  Winner – plot 15 Mr Longman  Runners up - plot 3 Mrs Huddleston and plot 17 Mr Thompson</p> <p>The winners were presented with certificates and National Garden Centre vouchers. Photographs were taken for the newsletter.</p>	
<b>18/07/06</b>	<b>Members of the public are invited to address the council</b>	
	<p>A resident reported the holly hedge located at The Villa needs cutting back.</p> <p>DJ to put a reminder in the next newsletter about maintaining hedges in the village as the parish council are receiving many complaints about local hedges.</p> <p>There are still issues with speeding traffic through the village.</p> <p>There was a lengthy discussion about dog fouling, particularly at the end of Pinfold Lane, it was suggested that a bin is needed in that location. DJ suggested that he finish the bin audit and bring the information back to the August meeting.</p> <p>It was noted that the bin on the recreation land at Elm Avenue still hasn't been moved. Clerk to chase this with ERYC. It was also noted that the path is cracked and is overgrown with grass. Clerk to raise this with ERYC.</p> <p>Residents also reported that the flashing 30mph sign has a mind of its own. DJ will raise this with ERYC.</p>	<p><b>DJ</b></p> <p><b>DJ</b></p> <p><b>Clerk</b></p> <p><b>DJ</b></p>
<b>18/07/07</b>	<b>To confirm the minutes of the meeting held on 28<sup>th</sup> June 2018</b>	
	<p>Signed as a correct record.  Proposed: DR  Seconded: SG  Outcome: All agreed</p>	
<b>18/07/08</b>	<b>To receive the clerks report and councillors updates</b>	
	<p>Update on decisions taken at the June meeting and other local issues:</p> <ul style="list-style-type: none"> <li>• Clerk reported two hedges to ERYC, they are taking action on the overgrown hedge at Churchill Rise but will not be taking action about the hedge at Woolam House on Main Street</li> <li>• Last month clerk reported the issue with garden waste being dumped through hedge and spilling onto the footpath that connects Woolam Hill with the school, awaiting a response from ERYC</li> <li>• Following on from discussion last month, Clerk contacted the dog wardens, they have confirmed they will do a patrol in the village</li> <li>• Clerk has received an update from ERYC schedule of summer weed killing – the village was visited by the team on 5<sup>th</sup> July, however there are concerns that key areas have been missed and a follow-up email has been sent</li> </ul>	

	<ul style="list-style-type: none"> <li>Using information from our parish gardener, Clerk has also reported Church Lane as there has been a spate of flytipping</li> <li>An order has been placed with T Cook (Farmers) Ltd to clear out the ditch at the bottom of Festive Field, awaiting a start date</li> <li>Order was placed for the gas burner unit for the beacon, Clerk made payment for the item using online banking on 12<sup>th</sup> July and the burner was delivered on 16<sup>th</sup> July, arrangements are being made to get the burner installed</li> <li>Play area was inspected by the clerk on 11<sup>th</sup> July, repairs had been completed by Playdale, though some large holes had been left in the ground following the removal of the wigwam. Clerk has complained and Playdale has responded saying they did fill in the holes and blamed the hot weather. It was also noted that large cracks are running along the length of the footpath, Clerk has contacted ERYC for advice about this. There were no other concerns about the equipment. Next quarterly inspection due end of September.</li> </ul> <p><b>Councillors updates:</b></p> <p>None this month</p>	
<b>18/07/09</b>	<b>To note correspondence received</b>	
	<p><b>Police Report</b></p> <p>3/6/18 Damage to car windscreen, Main Street</p>	
	<p><b>Burstwick Parish Council emails</b>  <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i>  22/18-19 ERNLLCA newsletter for June  23/18-19 Humberside Police monthly crime data for June  24/18-19 Humberside Police Streetbeat newsletter for June  25/18-19 ERNLLCA District Committee meetings for Holderness area (17<sup>th</sup> July)  26/18-19 Letter to Town and Parish Councils from Office of Police and Crime Commissioner  27/18-19 ERYC feedback from recent planning liaison meeting  28/18-19 ERYC response from dog wardens re request to patrol  29/18-19 ERNLLCA Newsletter for July</p>	
	<p><b>Letters received</b>  Debbie Fagan, Engagement Officer from Police and Crime Commissioners office with information about forthcoming cluster meetings for parish councils to attend</p> <p>Letter of thanks from Walt Beadle</p>	
<b>18/07/10</b>	<b>To consider planning applications received</b>	
	<p>Planning applications:  18/01543/PLF Building north of SVS Ltd, Ellifoot Lane  Continued use as a dog grooming facility</p> <p>No objections.</p> <p>Proposed: DR  Seconded: NF  Outcome: All agreed</p>	

	<p>18/02271/PLF 6 Trinity Close, Burstwick Single storey extension with render to rear following removal of existing conservatory/kitchen</p> <p>The council believes this application has been withdrawn, but has not received formal confirmation.</p> <p>There were no objections.</p> <p>Proposed: AB Seconded: SW Outcome: All agreed.</p>	
	<p>Planning Decisions to note: None</p>	
	<p>Appeal Decisions to note None</p>	
<b>18/07/11</b>	<b>To receive a report from the recent allotments inspection</b>	
	<p>The allotments committee recommended formal warning letters to be sent to the tenants of plot 7 and plot 22.</p> <p>Proposed: DR Seconded: SW Outcome: All agreed</p> <p>AB also suggested sending a letter to tenant of plot 50 offering support.</p> <p>Clerk to draft and send letters.</p>	<b>Clerk</b>
<b>18/07/12</b>	<b>To agree a rota to check the play area over the summer holidays</b>	
	<p>Volunteers needed to do a 10 minute visual check of the area and pick up any litter twice a week.</p> <p>Cllr. Fairbank to cover Mondays Cllr. Brown to cover Thursdays</p>	
<b>18/07/13</b>	<b>To consider purchasing a potting bench for flower preparation at the cemetery</b>	
	<p>Clerk reported that NB Rhodes Furniture in Driffield makes sturdy potting benches. Prices as follows:</p> <p>0.7 metre long with wooden top and sides (no bottom shelf) £208 inc vat 1 metre long with wooden top and sides (no bottom shelf) £230 inc vat</p> <p>Delivered (from £29) or collected fully assembled.</p> <p>DJ has checked with the church wardens and it is OK for the bench to be secured to the wall.</p> <p>Following discussion, the council felt that a potting bench could be made for a lower price elsewhere. Suggestions included using the workshop at Hull Prison, asking a local contractor or putting an advert/request in the village newsletter.</p> <p>To be brought back to a future meeting for agreement.</p>	

<b>18/07/14</b>	<b>To consider purchasing HMRC enquiry fee insurance</b>																																			
	<p>Our payroll service has provided a quote for insurance to cover the costs of an HMRC enquiry into the parish council's payroll.</p> <p>One year cost of £35.00 plus vat, total cost £42.00</p> <p>Following discussion the council agreed not to proceed with purchasing this insurance.</p> <p>Proposed: SW  Seconded: NF  Outcome: All agreed.</p> <p>Clerk to inform payroll service to cancel the invoice.</p>	<b>Clerk</b>																																		
<b>18/07/15</b>	<b>To note quarterly financial update and budget monitoring</b>																																			
	<p>Clerk reported on the quarterly figures to council.</p> <p>In the three months up to 30<sup>th</sup> June 2018;</p> <p>Receipts totalled: £13,743.40  Payments totalled: £5,292.82</p> <p>Council expenditure to 30<sup>th</sup> June 2018 is within the agreed budget.</p> <p>There were no questions.</p>																																			
<b>18/07/16</b>	<b>To agree payments in accordance with the budget</b>																																			
	<p><b>Payments</b></p> <table border="0" style="width: 100%;"> <tr><td>ERYC Cllr name badge</td><td style="text-align: right;">5.16</td></tr> <tr><td>Rowett Insurance - sit on mower motor insurance</td><td style="text-align: right;">164.56</td></tr> <tr><td>Playdale Ltd - play area repairs</td><td style="text-align: right;">3370.03</td></tr> <tr><td>Playdale Ltd - play area repairs</td><td style="text-align: right;">80.40</td></tr> <tr><td>Bullfinch Gas - burner unit for beacon</td><td style="text-align: right;">429.00</td></tr> <tr><td>HMRC</td><td style="text-align: right;">3.40</td></tr> <tr><td>Staff salaries for July</td><td style="text-align: right;">677.96</td></tr> <tr><td>R Blackburn - expenses lanyards</td><td style="text-align: right;">3.49</td></tr> <tr><td>Gardeners expenses - petrol</td><td style="text-align: right;">20.00</td></tr> <tr><td>Payroll</td><td style="text-align: right;">44.40</td></tr> <tr><td>Credit card - Unlimited webhosting domain renewal</td><td style="text-align: right;">11.99</td></tr> <tr><td>Credit card - stationary - ream of paper / envelopes</td><td style="text-align: right;">3.75</td></tr> <tr><td>Credit card - laminator and pouches</td><td style="text-align: right;">25.98</td></tr> <tr><td></td><td style="text-align: right;"><b>4840.12</b></td></tr> </table> <p><b>Receipts</b></p> <table border="0" style="width: 100%;"> <tr><td>Repay excess following insurance claim</td><td style="text-align: right;">100.00</td></tr> <tr><td>Cemetery fees</td><td style="text-align: right;">150.00</td></tr> <tr><td></td><td style="text-align: right;"><b>250.00</b></td></tr> </table> <p>Proposed: NF  Seconded: DR  Outcome: All agree</p>	ERYC Cllr name badge	5.16	Rowett Insurance - sit on mower motor insurance	164.56	Playdale Ltd - play area repairs	3370.03	Playdale Ltd - play area repairs	80.40	Bullfinch Gas - burner unit for beacon	429.00	HMRC	3.40	Staff salaries for July	677.96	R Blackburn - expenses lanyards	3.49	Gardeners expenses - petrol	20.00	Payroll	44.40	Credit card - Unlimited webhosting domain renewal	11.99	Credit card - stationary - ream of paper / envelopes	3.75	Credit card - laminator and pouches	25.98		<b>4840.12</b>	Repay excess following insurance claim	100.00	Cemetery fees	150.00		<b>250.00</b>	
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<b>18/07/17</b>	<b>Items for next month's agenda</b>	
	Dog fouling and bin audit	
	<b>Date of next meeting:</b> Thursday 30 <sup>th</sup> August, 7.30pm in the primary school	
	Meeting closed at: 20:38	