

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 27 SEPTEMBER 2018

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

Public: 1 and PCSO Bainton

Minute	Discussion and agreement	Action
18/09/01	To note apologies for absence	
	None given.	
18/09/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. A Brown – village hall, allotments Cllr. Cripsey – village hall, play area Cllr. N Fairbank – play area Cllr. S Gould – village hall, allotments and play area Cllr. D James – village hall Cllr. D Rainforth – none disclosed Cllr. S Whiting – play area</p>	
18/09/03	Members of the public are invited to address the council	
	<p>Resident was concerned about speeding in the village.</p> <p>It was reported that the 30mph sign at the entrance to the village once activated flashes for 60 seconds.</p>	
18/09/04	To confirm the minutes of the meeting held on 30th August 2018	
	<p>Signed as a correct record. Proposed: AB Seconded: SG Outcome: all agreed.</p>	
18/09/05	To receive the clerks report and councillors updates	
	The external auditors PKF Littlejohn have no concerns about the council's finances for year 2017/18, this concludes the audit for the 2017/18 financial year; the appropriate forms have been displayed on the noticeboard and are available to view under the audit section of the councils website.	

	<p>Everinghams have started work on the second stage of work to conserve the war memorial – this involves some additional steam cleaning to the granite panels, re-gilding of lettering and re-cutting of worn inscription around the base of the column.</p> <p>Allotments – notice has been served on the tenant of plot 22 to end their tenancy. Notice period ends on 12th October when the plot will be re-let.</p> <p>Flood pumps are booked in for an annual service with Tony Styche in October.</p> <p>Clerk has continued to chase ERYC for prices of litter bins, there has been no response and aim to bring this back to the October meeting.</p> <p>You will all be aware that Mick Smith tendered his resignation earlier this month, he was a valued member of the council and we wish him well for the future; ERYC are aware of the vacancy, the notice ends on 28th September after which the council will be notified by ERYC if we can co-opt to fill the vacancy.</p> <p>Councillor updates:</p> <p>Cllr. Cripsey reported that Humberside Fire and Rescue Services have a charity that looks to make grants to local people who may be in need of assistance for special equipment.</p> <p>Cllr. Brown and Whiting reported that the 20mph lights are not working, an engineer has been out to look at them and stated that there is a problem with the batteries in the units. If there is a power cut then the whole system needs re-setting. New batteries are due to be fitted.</p> <p>Councillors commented on the need for another speed survey to be conducted on Main Street in the village.</p> <p>Cllr. Brown asked if a catch could be fitted to the kissing gate onto Festive Field to stop young children from opening the gate and getting out onto the road. Clerk to get prices and bring back to the October meeting.</p> <p>Cllr. Brown plans to create a wild flower border in the top corner of Festive Field behind the noticeboard.</p> <p>Cllr. Gould reported that the potting bench for the cemetery will be delayed as there is no instructor in the prison workshop at the moment.</p>	Clerk
18/09/06	To note correspondence received	
	<p>Police Report Crime data for August 15/8/18 Burglary in a shed, golf equipment stolen, Chapel Close 29/8/18 Theft of wheel nuts from vehicle, Hariff Lane</p> <p>ASB 1st/2nd /8/18 Moped ridden on footpath, Beech Close 10/8/18 Moped ridden on playing field, Main Street 10/8/18 Nuisance moped riders, Beech Close 19/8/18 Inappropriate language at play area, Main Street</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 42/18-19 Humberside Police crime data for August</p>	

	<p>43/18-19 Invite to meet Keith Hunter, Police and Crime Commissioner</p> <p>44/18-19 Humberside Police Street Beat Newsletter for September</p> <p>45/18-19 ERYC Parish Transport Champions meeting 2nd October</p> <p>46/18-19 Yorkshire Energy Park planning application update</p>	
	<p>Letters received</p> <p>None</p>	
18/09/07	To consider planning applications received	
	<p>Planning applications:</p> <p>18/02903/PLF Two storey and first floor extensions, external and internal alterations to existing outbuilding with installation of roof lights to allow for conversion to additional living accommodation; South Slope Farm, Main Street</p> <p>The council reviewed the plans, there were no comments or objections.</p> <p>The council has no objections.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed.</p> <p>18/02495/PLF erection of detached garage; North Rise Garage Court</p> <p>The council reviewed the plans, there were no comments or objections.</p> <p>The council has no objections.</p> <p>Proposed: SW Seconded: DR Outcome: All agreed.</p> <p>Clerk to log 'no objections' on the public access system for both applications.</p>	Clerk
	<p>Planning Decisions to note:</p> <p>18/01543/PLF Continued use as a dog grooming facility, building north of SVS Ltd, Ellifoot Lane</p> <p>Planning permission granted subject to conditions.</p>	
	<p>Appeal Decisions to note:</p> <p>None</p>	
18/09/08	To discuss back up options for lighting the beacon	
	<p>The council has not been able to find a contractor to fit the burner, Bielby's who visited the site have refused due to safety / insurance concerns. The council has two decisions to make under this agenda item.</p> <p>a) To agree to return the gas burner unit to Bullfinch Gas Ltd</p> <p>Cllr. James has already made enquiries about this, they have said the burner can be returned less 10% (£42.90) of the original purchase price of £429.00 and the council will have to pay for its postage/carriage estimated at £25.00</p>	

	<p>The council expressed its disappointment at not being able to use the burner for the beacon. As time is now pressing, it would be highly unlikely to find anyone else prepared to fit the burner.</p> <p>It was proposed to return the burner for a refund less the charges outlined above.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed</p> <p>Cllr. James and Clerk to make arrangements to return the burner.</p> <p>b) To agree an alternative method to light the beacon</p> <p>There are three options to discuss:</p> <ol style="list-style-type: none"> 1. To use a large bucket filled logs and small amount of accelerant 2. To purchase a fire bowl to sit in the beacon basket and fill with logs/coal and light using firelighters 3. To fill the beacon basket with logs (this will need a lot of logs, a teleporter to lift logs and willing volunteer to place logs in the basket) <p>Following discussion about the three options above, Cllrs Cripsey, Fairbank and Rainforth volunteered to fill the beacon in the traditional way as per option 3. Cllr. Cripsey agreed to donate the wood needed.</p> <p>Council to proceed with option 3, with no further costs to consider.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed.</p> <p>A risk assessment will be completed before the event and shared with all volunteers.</p>	<p>Clerk / DJ</p> <p>MC/NF/ DR</p> <p>RB</p>										
<p>18/09/09</p>	<p>To approve S137 expenditure for WW1 centenary event</p>											
	<p>The council has two decisions to make under this agenda item as follows:</p> <p>a) Expenditure to cover event</p> <p>The parish council has been successful in securing a £500 WW1 Centenary grant from ERYC. The grant doesn't cover all of the expected expenditure for the event, Council to approve the use of S137 powers to cover the short fall using money from the events budget.</p> <table data-bbox="260 1675 670 1848"> <tr> <td>£675.00</td> <td>Hog roast</td> </tr> <tr> <td>£ 45.00</td> <td>Banner</td> </tr> <tr> <td>£720.00</td> <td>Total</td> </tr> <tr> <td><u>£500.00</u> -</td> <td>Grant</td> </tr> <tr> <td>£220.00</td> <td>Shortfall to cover</td> </tr> </table> <p>There were no questions, comments or concerns from the council.</p> <p>It was proposed to use S137 powers to cover a shortfall of £220.00</p> <p>Proposed: DR Seconded: MC Outcome: All agreed.</p>	£675.00	Hog roast	£ 45.00	Banner	£720.00	Total	<u>£500.00</u> -	Grant	£220.00	Shortfall to cover	
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	<p>b) Expenditure for children to paint pebbles to be used as part of event</p> <p>To approve up to £30 for three bags of Scottish cobbles from Homebase.</p> <p>Mr Cutts, the head teacher has arranged for the school children to paint poppies on the pebbles, they will then be placed around the bottom of the beacon.</p> <p>It was proposed to use s137 to cover the costs of the pebbles as part of the centenary event.</p> <p>Proposed: NF Seconded: SG Outcome: All agreed.</p> <p>Cllr. James to arrange purchase of cobbles.</p>	<p>DJ</p>
<p>18/09/10</p>	<p>To agree S137 expenditure for memorial wreath</p>	
	<p>Council to order one wreath, approx. cost £25.00 following confirmation from the Scouts that they will be making their own wreath this year.</p> <p>It was proposed to order one wreath as outlined above.</p> <p>Proposed: DR Seconded: SW Outcome: All agreed.</p> <p>Clerk to contact Royal British Legion in Hedon to place order.</p>	<p>Clerk</p>
<p>18/09/11</p>	<p>To consider quote to sort out the damaged football nets at the play area</p>	
	<p>The football nets at the play area are in a bad state of repair. Clerk has sourced two quotes for consideration as follows:</p> <ol style="list-style-type: none"> 1. Tony Grassby Home and Garden Maintenance can fix/tidy up the nets for approx. £60 as a short term solution 2. Riley Engineering Ltd, Burstwick, have quoted to remove the nets and replace with two galvanised powder coated weld mesh panels to the rear of each goal, supplied and fitted for £745 plus VAT <p>Cllr. James declared an interested in this agenda item and took no part in the discussion or vote.</p> <p>Cllr. Fairbank commented that the quote to remove the nets was very expensive.</p> <p>Following consideration it was proposed that in the long term the safest and more cost effective option would be to replace the nets.</p> <p>Council to proceed with quote in option 2 above to replace the nets with weldmesh panels.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed</p> <p>Clerk to contact Riley Engineering to place order.</p>	<p>Clerk</p>

18/09/12	To discuss options for putting up the lights on the Christmas tree	
	<p>The tree is getting tall and it was a struggle last year. Clerk is awaiting a quote from PJD Electrical to fit the lights.</p> <p>Other suggestions put forward included contacting local farmers to see if they could help with lifting equipment.</p> <p>Following discussion, Cllrs Cripsey, Fairbank and Rainforth volunteered to put the lights on the tree.</p>	MC/NF/DR
18/09/13	To discuss projects for 2019 to be included in the budget	
	<p>Clerk is working on next year's budget for approval in November.</p> <p>Council put forward the following items for inclusion in next year's budget:</p> <ul style="list-style-type: none"> • Parish council IT • Litter bin / relocate bins to start of footpaths or dog walking routes out of the village • Landscaping project at the War Memorial / Christmas tree pruned/shaped • Honorary Freedom of the Village board or roll of honour 	
18/09/14	To approve the cost of the clerk attending ERNLLCA's annual conference	
	<p>ERNLLCA's annual conference is on Friday 23rd November, cost to attend is £45 plus vat, total cost is £54.00 to come out of training budget</p> <p>Council to approve cost as above.</p> <p>Proposed: MC Seconded: AB Outcome: All agreed.</p>	
18/09/15	To discuss addition of councillors photo and email address to website	
	<p>The parish council's website was updated last year and there is an opportunity to now include more information about parish councillors especially since the introduction of a new parish council email address.</p> <p>Cllr. James has put together two layouts for comment/discussion, one with committee membership and the other without. Basic information for each councillor will be available: a photo (if agreed), name and email address.</p> <p>Councillors preferred the layout that included the committee membership of each councillor.</p> <p>It was proposed to update the website to include basic information outlined above including committee membership.</p> <p>Proposed: SW Seconded: AB Outcome: All agreed.</p> <p>Cllr. James and Clerk to update the website with this new information.</p>	DJ/Clerk

18/09/16	To review signatories for parish council bank accounts	
	<p>The council has two accounts, HSBC for everyday banking and NS&I for reserves.</p> <p>The signatories on both accounts are:</p> <p>Cllr. Neil Fairbank Cllr. Dean James Cllr. Dave Rainforth Rose Blackburn</p> <p>Following discussion, it was felt that no changes were needed at this time.</p>	
	<p>For agenda item 18/09/17 Council to consider holding this discussion ‘in camera’ due to the confidential nature of the business to be discussed. This discussion will take place at the end of the meeting.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed</p>	
18/09/17	To discuss governance options for the village hall	
	<p>The parish council have taken professional advice from ERNLLCA and have become aware that the current management structure for the village hall does not meet parish council governance standards.</p> <p>When the parish council became sole charity trustees of the village hall in 2015, the charity should have been managed and administered as per the governance standards for parish councils. At the time this was not made clear to all the people involved.</p> <p>Work is now needed to make sure that the governance of the village hall is legal. To do this, the village hall management committee must become a formal committee of the parish council, while the council is Trustee.</p> <p>The parish council discussed three options for the future governance of the hall as follows:</p> <p>Option one: to continue to involve non-councillors in the committee. For this to happen there is a legal structure and non-councillor committee members must abide by it. Non-councillor members must be co-opted onto the committee, there will be voting and non-voting positions. The committee will be supported by a new paid member of staff – a village hall committee clerk, who will be responsible for running the committee as per parish council standards, issuing agendas and minutes, banking, communication, bookings and health and safety. The costs of employing an additional clerk will be covered by parish council budget.</p> <p>Option two: to remove all non-councillors from the committee and have parish councillors making all the decisions supported by a paid village hall committee clerk as outlined above.</p> <p>Option three: Parish Council decides it no longer wants to be charity trustees and removes support.</p> <p>Following discussion the parish councils preferred approach is option 1. This will be presented to the committee members for discussion at a meeting on 3rd October 2018.</p>	

18/09/18	To agree payments in accordance with the budget																													
	<p>Approve the schedule of payments for September as follows:</p> <p>Payments</p> <table data-bbox="272 248 1086 842"> <tr> <td>PKF Littlejohn External auditor fee</td> <td>240.00</td> </tr> <tr> <td>ERNLLCA annual conference fee</td> <td>54.00</td> </tr> <tr> <td>HMRC</td> <td>8.80</td> </tr> <tr> <td>Staff salaries for September</td> <td>699.35</td> </tr> <tr> <td>Clerks expenses</td> <td>21.00</td> </tr> <tr> <td></td> <td>Millage £18.00</td> </tr> <tr> <td></td> <td>Bridge tolls £3.00</td> </tr> <tr> <td>Gardeners expenses – petrol</td> <td>20.00</td> </tr> <tr> <td>Payroll</td> <td>44.40</td> </tr> <tr> <td></td> <td>1087.55</td> </tr> <tr> <td colspan="2">Receipts</td> </tr> <tr> <td>2nd Half of precept</td> <td>10250.00</td> </tr> <tr> <td>Cemetery fees</td> <td>150.00</td> </tr> <tr> <td></td> <td>10400.00</td> </tr> </table> <p>Proposed: DR Seconded: AB Outcome: All agreed.</p>	PKF Littlejohn External auditor fee	240.00	ERNLLCA annual conference fee	54.00	HMRC	8.80	Staff salaries for September	699.35	Clerks expenses	21.00		Millage £18.00		Bridge tolls £3.00	Gardeners expenses – petrol	20.00	Payroll	44.40		1087.55	Receipts		2nd Half of precept	10250.00	Cemetery fees	150.00		10400.00	
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18/09/19	Items for next month's agenda																													
	<ul style="list-style-type: none"> • Litter bin at Pinfold Lane • Allotments inspection report • 2nd Quarter financial update • Latch on kissing gate • Road signs 																													
	<p>Date of next meeting: Thursday 25th October 2018</p>																													
	Meeting closed at: 20.56																													