

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 29th NOVEMBER 2018

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

Public: 5 and PCSO Bainton

Minute	Discussion and agreement	Action
18/11/01	To note apologies for absence	
	Cllr. Martin Cripsey	
18/11/02	Councillors to disclose their interests in matters to be discussed	
	<p>Pecuniary: Non disclosed</p> <p>Non-pecuniary: Cllr. A Brown – village hall Cllr. N Fairbank – play area Cllr. S Gould – village hall, play area and cemetery Cllr. D James – village hall, cemetery and finance Cllr. D Rainforth – none Cllr. S Whiting – play area and finance</p>	
18/11/03	Members of the public are invited to address the council	
	<p>A resident asked if anything could be done about the black Mazda parked on Main Street as it is too near the junction with Appleby Lane and is causing a hazard. PCSO Bainton will have a look at it.</p> <p>Residents from Old School Cottages attended the meeting to express concerns about a planning application that has been made by their neighbour to convert a garden building into a physiotherapy treatment room. They have concerns about access over a shared driveway in terms of right of access, maintenance and loss of resident parking. The parish council has no power to pass planning applications, the council is consulted on local applications and looks at each application objectively using the information available at the time. East Riding of Yorkshire Council is the planning authority who will make the decision. Residents were encouraged to log their comments using the public access system. If the plans are amended then the parish council will be consulted again.</p>	
18/11/04	To confirm the minutes of the meeting held on 25th October 2018	
	<p>Signed as a correct record. Proposed: SG Seconded: DR Outcome: All agreed.</p>	

18/11/05	To receive the clerks report and councillors updates	
	<ul style="list-style-type: none"> • Clerk has submitted paperwork to claim the £500 grant from the War memorials Trust for the re-cutting and re-gilding work to the village memorial • Clerk has completed paperwork for ERYC in preparation for the Christmas lights, the parish council has received its Festive Lighting permit for 2018 • The Beacons of Light WW1 Centenary event was a big success, thanks to everyone who helped. The beacon basket now needs wire brushing and treating to preserve it. Clerk to check with Cllr. Cripsey if this is something he can help with • Clerk has been working on the budget in preparation for setting the precept and a finance committee meeting was held on 15th November – its recommendations will be discussed at this meeting • Clerk has been assisting with the transition of the village hall management committee into a parish council committee; a meeting was held on 22nd November and committee members viewed the draft terms of reference and duties and person specification for the new village hall clerk role <p>Councillor updates:</p> <ul style="list-style-type: none"> • Cllr. Fairbank was pleased with the turnout for the Beacons of Light event, good to see local children involved and villagers paying their respects in church • Cllr. Rainforth confirmed that the lights have been put on the village Christmas tree ready for 2nd December switch on • Cllr. Brown has received a number of complaints about dog fouling, would really like to see the dog wardens operate during an evening • Cllr. James reminded everyone about the Christmas event on Sunday 2nd December at the village hall and church • Cllr. Whiting reported back from attending the Police and Crime Commissioners meeting; there's a strong focus on community policing, new officers are locally based, more new officers are in training, grants are available for community safety and a new e-newsletter will be out shortly • Cllr. Whiting also reported that the part time 20mph lights are working correctly 	
18/11/06	To note correspondence received	
	<p>Police Report</p> <p>Crime data for October</p> <p>4/10/18 theft of refrigerated trailer unit, New Laid Lane 13/10/18 damage to motor vehicle (spray paint graffiti), Main Street 13/10/18 damage to dwelling walls (spray paint graffiti), Main Street 27/10/18 theft of batteries from traffic lights, Hariff Lane</p> <p>ASB</p> <p>None recorded</p>	

	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 56/18-19 AJACS six month internal audit report for financial year 2018-19 57/18-19 Humberside Police monthly crime report for October 58/18-19 Humberside Police newsletter for Mid Holderness 59/18-19 ERYC invite to submit topics for scrutiny – suggestion is to put forward investment in road safety measures across ERYC – clerk to submit 60/18-19 ERYC Local Plan review options consultation 61/18-19 ERYC Flood risk survey responses 62/18-19 ERYC Local Plan review consultation events</p>	Clerk
	<p>Letters received 2/11/18 Mr Reed re planning application 18/02955/PLF land east of 1 Old School Cottages, Main Street 14/11/18 Mr Reed re planning application 18/02955/PLF land east of 1 Old School Cottages, Main Street 23/11/18 War Memorials Trust acknowledging receipt of completion report and authorising grant to be paid</p>	
18/11/07	To consider planning applications received	
	<p>New applications:</p> <p><u>18/03565/PLF Fishing ponds, Mucky Lane, Burton Pidsea:</u> erection of building for fish breeding, siting of 3 buildings to be used as workers amenity building, office building and toilet block and installation of septic tank ancillary to existing fishing business (part retrospective)</p> <p>Council considered the plans and proposed to log ‘no objections’.</p> <p>Proposed: NF Secoded: SW Outcome: All agreed.</p> <p>Clerk to submit comments on the public access system.</p>	Clerk
	<p>Planning Decisions to note: <u>18/02903/PLF South Slope Farm, Main Street:</u> two storey extension and first floor extensions, external and internal alterations to existing outbuildings with installations of roof lights to allow conversion to additional living accommodation</p> <p>Planning permission granted subject to conditions.</p> <p><u>18/02495/PLF North Rise:</u> Erection of garage, North Rise Garage Court,</p> <p>Planning permission granted subject to conditions.</p>	
	<p>Appeal Decisions to note: None</p>	

18/11/08	To consider quotes for parish council insurance	
	<p>Clerk has received three quotes from specialist insurance broker Came and Company as follows:</p> <ol style="list-style-type: none"> 1. Inspire (AXA) at £1598.75 2. Hiscox (our current insurer, last years premium was £1607.39) at £1669.68 3. Ecclesiastical at £1968.87 <p>Came and Company recommend the policy with Inspire and are offering a 3 year long term agreement price of £1521.31</p> <p>Council considered the quotes presented, Clerk advised not to become locked into long term agreements as the parish council will not be able to secure the most competitive quotes. Council felt that the cover was suitable with a reputable insurance company.</p> <p>Council to renew annual insurance with Inspire (AXA) taking a one year premium of £1598.75</p> <p>Proposed: DR Seconded: AB Outcome: All agreed</p> <p>Clerk to return paperwork and payment to Came and Company.</p>	Clerk
18/11/09	To agree new terms of reference for village hall committee	
	<p>Clerk reported that as part of the process of transferring the committee into a parish council committee, the Clerk has written a new terms of reference, using best practice examples from other areas with a similar set up and with advice from ERNLLCA.</p> <p>The draft was shared with the village hall committee at the meeting on 22nd November, there were no amendments suggested. Tracey Netherton did recommend that a copy of the new terms of reference be sent to the Diocese of York (they own the building) for information.</p> <p>Clerk made one amendment, under the finance section, cheques to be signed by two signatories (one must be a parish councillor).</p> <p>There were no other comments from the council.</p> <p>Council to agree Terms of Reference including the amendment above.</p> <p>Proposed: SG Seconded: SW Outcome: All agreed.</p> <p>Clerk to send copy to Dioceses of York.</p>	Clerk

18/11/10	To agree to advertise for position of Village Hall clerk	
	<p>The aim is to employ a clerk to run the Village Hall committee to parish council governance standards, to improve the sustainability of the village hall and to make sure the building is run properly and professionally.</p> <p>To employ a part time village hall clerk will cost approx. £3320 (salary of NJC spc18, £10 per month office allowance and set up costs of laptop and printer) this cost is to be added to the precept.</p> <p>Minimum precept to cover the parish council's budget is £22,500 which will add £37.23 onto a Band D, a £3.54 increase on last year's amount of £33.69 and is a 10.5% increase.</p> <p>Council reviewed the person specification and list of duties. There were no amendments. It was confirmed that the committee will remain and existing committee members will be encouraged to stay on, as it is still the decision making body for the village hall.</p> <p>The parish council as sole charity trustees have a responsibility to run the hall properly, in the past some things haven't been done, it's now a chance to improve the running of the hall.</p> <p>A councillor asked about pension liabilities – clerk responded that the salary is well below the threshold for a work place pension. However a declaration will need to be made to the Pensions Regulator.</p> <p>Clerk outlined timetable as follows:</p> <p>Early December – advert out 17th December – closing date 21st December – shortlisting Early January – interviews Early February – start date</p> <p>Council to proceed with advertising for a new village hall clerk.</p> <p>Proposed: SW Seconded: NF Outcome: All agreed.</p> <p>Clerk to prepare application pack and advert.</p>	Clerk
18/11/11	To agree parish council budget for 2019-20	
	<p>The Finance committee met on 15th November and made the following recommendations:</p> <ul style="list-style-type: none"> • Reduce petrol allocation from £250 to £200 • Reduce hardware/tools/parts from £150 to £100 • Reduce fees from £75 to £70 <p>This reduces the parish councils working budget from £29,656 to £29,551.00.</p> <p>A further recommendation was to look at the street lights, to see what savings could be made in the future – a small working group is to be set up to look at this in the new year.</p> <p>Council reviewed budget figures presented, there were no questions or further amendments.</p>	

	<p>Council to set annual budget for 2019-2020 at £29,551.00</p> <p>Proposed: NF Seconded: AB Outcome: All agreed.</p>	
18/11/12	To agree precept for 2019-20	
	<p>Clerk has prepared three options based on the budget requirement and estimated carry over at 1st April 2019.</p> <p>Option 1: £22,500.00 Option 2: £22,700.00 Option 3: £22,900.00</p> <p>Council is keen to keep rise in precept as low as possible, this year's increase is for the future sustainability of the village hall which is important for the community. Council will also look at the street lights to make savings for future budgets.</p> <p>Following discussion, it was proposed that Council makes a precept demand of £22,500.00 (option 1).</p> <p>Proposed: DR Seconded: SW Outcome: All agreed</p> <p>Clerk to complete paperwork and submit to ERYC.</p>	Clerk
18/11/13	To consider making a deposit into the reserves account	
	<p>Clerk reported to the finance committee meeting that the parish council has taken £1000 in cemetery fees this year so far. The committee recommended to make a £500 deposit now and a further deposit in March 2019.</p> <p>Council had no further comments or questions.</p> <p>Council to make this deposit into the reserves.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed</p> <p>Clerk to complete paperwork and post off to NS&I.</p>	Clerk
18/11/14	To choose a rose variety to be planted in memorial border at cemetery	
	<p>The parish gardener has prepared the border in the cemetery. Clerk has sourced a number of roses with names suitable for a cemetery from RV Rogers in Pickering.</p> <p>A pack of 10 bare rooted roses is approx. £90.</p> <p>Council considered the rose varieties and it was proposed to buy Rosa 'Peace' at £85.50 for a pack of 10.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed.</p> <p>Clerk to purchase roses.</p>	Clerk

18/11/15	To consider grant application from All Saints Church	
	<p>The parish council has £150 allocated to a community grant pot. The council can make three grants per year of £50 to local organisations. This is the first application the council has received.</p> <p>Church wardens Tracy and Richard Netherton have made an application for funding to purchase a lit star for the flag pole on the church tower.</p> <p>One councillor commented that the parish council should not be giving money to the church, other councillors felt that the grant supported community spirit in the village.</p> <p>Council to use S137 powers to offer this grant.</p> <p>Proposed: DR Seconded: SW Outcome: 5 in favour, 1 against</p> <p>Decision carried – Clerk to complete grant offer letter and enclose payment.</p>	Clerk
18/11/16	To agree to pay donation to the Army Benevolent Fund	
	<p>Donations collected from the public, as part of the WW1 event totalled £175.39 and the event working group agreed a split of 50% to the Army Benevolent Fund and 25% each to village hall and the church.</p> <p>It's not an even split, nearest is:</p> <p>£43.84 each to the village hall and church</p> <p>£87.71 to the Army Benevolent Fund</p> <p>One councillor suggested rounding up the Army Benevolent Fund donation to £90.</p> <p>Council to make donation of revised amount using S137 powers.</p> <p>Proposed: DR Seconded: SW Outcome: All agreed.</p> <p>Clerk to send payment off with a letter.</p>	Clerk
18/11/17	To agree the offer from Explorer Scouts to treat the wooden play equipment with wood preserver	
	<p>Scout leader Willem has confirmed that the Scouts are able to do this. Clerk has suggested that the work be done in the spring when the weather warms up.</p> <p>Council had no further questions.</p> <p>Parish council to provide a risk assessment and to purchase brushes and wood preserver, estimate cost to be approx. £100</p> <p>Proposed: DR Seconded: SW Outcome: All agreed.</p> <p>Clerk to purchase materials nearer the time.</p>	Clerk

18/11/18	To agree payments in accordance with the budget	
	Approve the schedule of payments for November as follows:	
	Payments	
	Tony Styche Ltd - flood pumps annual service	702.00
	Willberby Hog Roast	675.00
	Lumalite - second transformer box	119.10
	Parish Council annual insurance premium	1598.75
	Grant to Burstwick All Saints	50.00
	Royal British Legion Poppy Appeal - wreath	22.50
	Donation to Army Benevolent Fund	90.00
	Transfer to NS&I (reserves)	500.00
	Cllr. James - expenses for WW1 event (S137)	11.70
	HMRC	12.20
	R Blackburn - clerks salary	574.20
	Clerks expenses - millage - to ERNLLCA conference	12.60
	W Beadle - gardeners wage	143.08
	Gardeners expenses - plants	20.00
	Payroll	44.40
	Credit card - Bisley Direct - new filling cabinet	138.00
	Credit card - Vinyl Banners	91.75
	Credit card - Seton - fencing and fire extg for WW1 event	124.61
	Credit card - Tesco - ream of paper x 2	5.50
	Credit card - Stamps	6.96
		4942.35
	Receipts	
	Refund from Bullfinch Gas for beacon burner unit	342.90
	Cemetery fees	150.00
	Donations collected at WW1 event	87.71
		580.61
	Proposed: DR	
	Seconded: NF	
	Outcome: All agreed	
18/11/19	Items for January's agenda	
	Litter bin on Pinfold Lane	
	Date of next meeting: Thursday 31 st January 2019, 7.30pm	
	Meeting closed at: 20.59	