

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 27<sup>th</sup> JUNE 2019**

Present: Cllr. D James - Chairman DJ  
 Cllr. A Brown – Vice Chairman AB  
 Cllr. M Cripsey MC  
 Cllr. S Gould SG  
 Cllr. P Tong PT  
 Cllr. S Whiting SW

Public: 9 and PCSO Bainton

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>19/06/01</b>	<b>To note apologies for absence</b>	
	Cllr. Fairbank Cllr. Rainforth	
<b>19/06/02</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 – allotments Cllr. Cripsey – play area Cllr. S Gould – allotments, play area Cllr. D James – none disclosed Cllr. P Tong – allotments Cllr. S Whiting – play area	
<b>19/06/03</b>	<b>Members of the public are invited to address the council</b>	
	An allotment holder addressed the council about keeping bees on the allotments, it's been a year since this was raised and wants to know what progress has been made? He would like to attend the bee keeping course at the start of July only if permission is granted. The request is to locate one hive, possibly on plot 50, which is an enclosed parish garden (depending on whether tenant gives permission). Cllr. James said that this issue had slipped down the priority list, but the council will research it and bring back to the July meeting for a final decision. Council will write to all allotment holders asking for their views. Cllr. Brown will also investigate hedging plants from the Woodland Trust.  A member of the public present would like to put themselves forward for the councillor vacancy, Clerk confirmed a new notice would be displayed shortly.  A resident raised concerns about the damaged goal nets at the play area, as there are sharp edges, Cllr. James stated that the council would be taking a decision on this later in the meeting.  A resident complained about the Newbridge Road mini roundabout – it's very dangerous if you are coming out of Newbridge Road as cars go too fast and visibility is poor, it was noted that the roundabout sign is obstructed by an overgrown hedge. Clerk stated that	<b>Clerk/ allot. Com AB</b>  <b>Clerk</b>

	<p>Burstwick is due its village task force visit on Monday 22<sup>nd</sup> July – this could be pointed out to ERYC then.</p> <p>Two parents attended the meeting to raise concerns about parents parking on the bend near school and up at the village hall to drop their children off at school. They feel it is putting children in danger. They say that the advisory 20 mph zone does not get adhered to. The issue is that cars can legally park on that roadside. As part of the discussion various solutions were put forward including:</p> <ul style="list-style-type: none"> <li>• Double yellow lines</li> <li>• Marked bays outside the village hall</li> <li>• Police enforcement</li> <li>• Encouraging more children to walk, scoot or bike to school – so parents leave cars at home</li> </ul> <p>Council felt that a site meeting with the school, parents, Police and ERYC highways would be useful to try and start addressing the issue. The parents could also start a petition.</p> <p>A resident stated that Hedon Growers have cut their hedge, but the hedge along the paddock opposite Integra needs cutting.</p> <p>A resident thanked the council for the potting bench to prepare flowers, however it has been moved from under the tree, as low branches were causing a hazard.</p> <p>A resident queried the May meeting, clerk explained that due to the elections, the annual meeting of the council was held earlier than usual on Thursday 9<sup>th</sup> May, to ensure that councillors took up their seats legally, all meeting notices and agenda were displayed within the set time limits, the May agenda was displayed on the noticeboard on Friday 3<sup>rd</sup> May. Agenda's and minutes can always be viewed on our website <a href="http://www.burstwickpc.co.uk/agendas-and-minutes">www.burstwickpc.co.uk/agendas-and-minutes</a></p> <p>A resident complained about the overgrown state of the churchyard, she is unable to access graves of family members. Cllr. James said the church yard does not belong to the parish council, but will pass on concerns to the Parochial Church Council (PCC). The resident also complained about access issues to the first row of graves in Burstwick Cemetery, clerk will ask parish gardener to have a look.</p>	<p>Clerk</p> <p>DJ Clerk</p>
<p><b>19/06/04</b></p>	<p><b>To confirm the minutes of the meeting held on 9<sup>th</sup> May 2019</b></p>	
	<p>Signed as a correct record. Proposed: AB Seconded: MC Outcome: all agreed.</p>	
<p><b>19/06/05</b></p>	<p><b>To receive the clerks report and councillors updates</b></p>	
	<ul style="list-style-type: none"> <li>• Following the election, clerk sent the declarations of acceptance of office forms and register of member's interests to ERYC. Clerk has checked their website and they have updated the page that contains the registers</li> <li>• Cllr. Gould and clerk visited HMP Hull on 23<sup>rd</sup> May to look round the workshops and to see what else they could make for the parish council, I have requested prices for allotment marker posts, picnic benches, three tired planter and a noticeboard</li> <li>• Clerk asked ERYC for an update on the foot bridge, they have asked contractors to respond with quotes before July, so work can be awarded and started in July</li> <li>• The new litter bin at the junction of Pinfold Lane and Elm Tree Farm Road has recently been installed</li> </ul>	

	<ul style="list-style-type: none"> <li>• Clerk has submitted the council’s forms and supporting documents for the Annual Governance and Accountability Review for 2018-19 financial year to the external auditor in London</li> <li>• Public rights to scrutinise accounts runs from Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July, documents that the council must display by law are on the noticeboard and website</li> <li>• Commuted sums application was successful and the council has been awarded £8068.15 to purchase and install new equipment at the play area</li> <li>• Andy James, our village hall clerk, is settling in well and is doing some really good work to support the groups that use the hall</li> <li>• At the allotments, the asbestos has been removed from the manhole and a new cover has been fitted to make the area safe</li> <li>• New push down taps at the allotments were fitted on Tuesday 18<sup>th</sup> June</li> <li>• Clerk has issued the refund to the outgoing tenants of plot 22 following the removal of the greenhouse, this plot has been re-let</li> <li>• All plots are now let and all rent due has been collected, there are three people on the waiting list</li> <li>• A letter was sent to Safer Roads Humber following concerns that they had misunderstood the area covered by the part time advisory 20mph zone, the response that was received raised more questions than it answered and contradicted itself, their decision making processes are not clear; we’re still awaiting a response regarding next speed survey</li> <li>• Clerk has updated a number of documents on the parish council website, please let me know if you have any suggestions to make our website even better</li> <li>• Cllr Fairbank, Cllr Gould and clerk inspected the play area on 17<sup>th</sup> June, there were no major issues, other than the goal nets; some spare parts need ordering and fitting and wooden edging strip needs replacing</li> <li>• There has been no interest in the councillor vacancy, clerk will display a new vacancy notice at start of July</li> </ul> <p><b>Councillors updates:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Cripsey noticed that Community Payback teams had been doing some work in Thorngumbald, could the council come up with some ideas for work that needs doing in the village? Clerk to email councillors for their ideas.</li> </ul>	<b>Clerk</b>
<b>19/06/06</b>	<b>To note correspondence received</b>	
	<p><b>Police Report</b>  <b>Crime data for May</b>  9/5/19 Damage to window, Hariff Lane  30/5/19 Damage to 30 panes of greenhouse glass, Main Street</p> <p><b>ASB</b>  13/5/19 Mopeds riding on grassed area within park</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>  12/19-20 Humberside Police Streetbeat Newsletter for May  13/19-20 Response from Safer Roads Humber  14/19-20 ERNLLCA member council development programme – planning training  15/19-20 Police and Crime Commissioner Newsletter  16/19-20 Agenda for Overview and Scrutiny Committee 29<sup>th</sup> May  17/19-20 Humberside Police crime data for May  18/19-20 Humberside Police Streetbeat Newsletter for May</p>	
	<p><b>Letters received</b>  Donation request from 1<sup>st</sup> Keyingham Scouts</p>	
<b>19/06/07</b>	<b>To consider planning applications received</b>	
	<p><b>Planning applications:</b>  19/01482/PLF Erection of two storey extension with flue and dormer window to rear of existing living accommodation following removal of existing conservatory, Burstwick Stores, Main Street</p> <p>Comments were gathered via email due to closing date due well before the meeting, 6 councillors responded and clerk logged <i>'there was one concern about it overlooking neighbouring properties, however the council has no overall objections to the development'</i></p>	
	<p><b>Planning Decisions to note:</b>  19/00355/PLF Erection of a building for fish breeding, siting of 2 pre-manufactured buildings to be used as a toilet block and office, installation of private treatment plant, siting of 12 fishing pods and surfacing of internal tracks ancillary to existing fishing business, Fishing Ponds, Mucky Lane, Burton Pidsea</p> <p>Planning permission granted subject to conditions.</p>	
	<p><b>Appeal Decisions to note:</b>  None</p>	
<b>19/06/08</b>	<b>To agree the operational risk assessment for 2019-20</b>	
	<p>Clerk circulated draft risk assessment for consideration.</p> <p>There were no amendments or questions.</p> <p>Council to adopt the 2019-20 operational risk assessment.</p> <p>Proposed: SW  Seconded: MC  Outcome: All agreed.</p>	

<b>19/06/09</b>	<b>To review the request for information procedure</b>	
	<p>This policy was put together in 2017, clerk has made some changes to it in light of the new GDPR.</p> <p>There were no questions or amendments.</p> <p>Council to adopted reviewed procedure.</p> <p>Proposed: AB Seconded: SG Outcome: All agreed</p> <p>Clerk to upload reviewed document onto the website.</p>	<b>Clerk</b>
<b>19/06/10</b>	<b>To agree to purchase a litter bin for the Churchill Avenue/Rise area</b>	
	<p>Councillors to consider locations on Churchill Avenue/Rise area, this item to be brought back to the July meeting.</p>	<b>Cllrs.</b>
<b>19/06/11</b>	<b>To agree to purchase four water butts for the allotments</b>	
	<p>Following the installation of the push down taps, there are 5 taps at the allotments that don't have water butts. The location on one tap is too narrow to place a water butt.</p> <p>Council to consider purchasing four 120 litre water butts (83cm h x 51cm w) at cost of £131.76 including delivery and VAT.</p> <p>Prices sourced from Smiths of Forest of Dean Ltd, Clerk was unable to source suitable containers locally and asked in the meeting if anyone know any contacts locally who could help.</p> <p>No councillors could help with sourcing the containers more locally, council to agree to purchase four water butts as outlined above.</p> <p>Proposed: SW Seconded: MC Outcome: All agreed</p> <p>Clerk to purchase water butts.</p>	<b>Clerk</b>
<b>19/06/12</b>	<b>To agree the arrangements for this years 'best kept allotment competition'</b>	
	<p>The idea this year is to change the judging criteria slightly, ideas suggested by Cllr. Brown so far include:</p> <ul style="list-style-type: none"> <li>• Variety of produce</li> <li>• Best use of space</li> <li>• Unusual fruit or vegetables</li> </ul> <p>Council supported the new judging criteria. Clerk asked for names to make up a judging panel. Names put forward were Mr Cutts - head teacher at Burstwick Primary School, Richard Netherton – church warden and Cllr. Tong from the allotments committee. Judging to take place late July with prizes awarded at the August parish council meeting. There will be three £20 winners – one for each category.</p> <p>Council to agree to proceed with the allotment competition as outlined.</p> <p>Proposed: SG</p>	

	<p>Seconded: PT Outcome: All agreed.</p> <p>Clerk to make arrangements for judging panel and display poster.</p>	<b>Clerk</b>
<b>19/06/13</b>	<p><b>To discuss decision relating to the rent charged to new tenant of allotment plot 22</b></p> <p>Plot 22 has been neglected by previous tenants for the last couple of years and needs considerable amount of work to get it back into shape.</p> <p>At the May meeting the council agreed to charge £8, the new tenant has requested that the plot be free for a year.</p> <p>There were some concerns raised about the current state of the allotment, there is wood dumped at the end of the plot. Clerk stated that the tenant has plans to keep hens on the plot and the wood will be used to build a coop.</p> <p>Council to agree to offer the plot rent free for one year (until 1<sup>st</sup> April 2020)</p> <p>Proposed: SW Seconded: MC Outcome: 1 against and 5 for, decision carried</p> <p>Clerk to inform tenant.</p>	<b>Clerk</b>
<b>19/06/14</b>	<p><b>To discuss and agree grant application to the windfarm community chest fund</b></p> <p>Community chest grants are available up to £500.</p> <p>This funding could be used to help deliver one of the following council projects:</p> <p>Funding in budget allocated as follows: Brick planter £500 Noticeboard £500 Roll of Honour board £500</p> <p>Quotes to build a brick planter total £1065.00</p> <p>Quote from Fawcetts for a new noticeboard and installation totals £1394.24</p> <p>Roll of Honour Board prices vary depending on style and size.</p> <p>The council felt that the priority project is to install a second noticeboard near the Christmas tree.</p> <p>Council to apply for £500 towards the cost of a new noticeboard.</p> <p>Proposed: AB Seconded: SW Outcome: all agreed</p> <p>Clerk to complete grant application form.</p>	<b>Clerk</b>
<b>19/06/15</b>	<p><b>To discuss issues relating to Church Lane</b></p> <p>Recent issues include the dumping of a 6ft fluorescent tube that smashed all over the lane and the putting up of a new fence not in line with the existing boundary.</p> <p>The parish council maintains the lane as a vehicle access to the cemetery.</p>	

	<p>A number of councillors had been to view the new fence and disappointment was expressed about it being out of line with the existing boundary.</p> <p>Council discussed that something needs to be done, after the problems faced a few years ago with a neighbour extending their garden out into the lane and blocking it.</p> <p>Council to agree to send a letter to the resident, including a copy of the Land Registry boundary and copy the letter to relevant authorities.</p> <p>Proposed: SG  Seconded: MC  Outcome: All agreed</p> <p>Clerk to draft letter.</p>	Clerk
<b>19/06/16</b>	<b>To discuss damage to the goal nets at the play area</b>	
	<p>Clerk received a report from school on 6<sup>th</sup> June that the new weldmesh goal nets had been severely damaged. The council spent nearly £900 installing these. PCSO Bainton has also been informed.</p> <p>Riley Engineering who installed them are lost for words. They are too damaged and bent out of shape to repair.</p> <p>Council is very disappointed about the level of damage. Public money was spent in good faith, to install these heavy duty nets as a long term solution, as previous fabric nets had been cut and burnt.</p> <p>The council agreed that it can't keep spending to repair/fix the nets, as there is only a limited budget. It may consider other solutions next year.</p> <p>Council to agree to remove the nets due to damage and health and safety concerns.</p> <p>Proposed: SW  Seconded: SG  Outcome: All agreed.</p> <p>Cllr. James to remove the nets.</p>	DJ
<b>19/06/17</b>	<b>To consider updating CCTV at the play area</b>	
	<p>In the light of recent damage, council to consider updating the CCTV at the play area once Kcom withdraw in August.</p> <p>The parish council has one camera overlooking the play area and the school has three cameras on its buildings.</p> <p>DBS Security – who are based in Burstwick have provided a quote to replace 4 cameras and wire in a new recording box, as follows:</p> <ul style="list-style-type: none"> <li>• 1 X CCTV 4 channel recorder</li> <li>• 1 X 4 TB Hard drive</li> <li>• 4 X 2 megapixel low light colour cameras</li> <li>• 4 X Cable management mounting boxes</li> </ul> <p>This system will be £492.00 plus vat to supply and install.</p> <p>The council has £250 in the budget for CCTV maintenance.</p>	

	<p>Council felt that good quality CCTV is needed and may need to put up more signs to deter would be vandals.</p> <p>Council to agree to cover 50% of the cost, with the other 50% being covered by the school. S137 powers used to cover this cost.</p> <p>Proposed: AB  Seconded: PT  Outcome: All agreed</p> <p>Clerk to make arrangements with school.</p>	<b>Clerk</b>								
<b>19/06/18</b>	<b>To consider funding request from Keyingham Scouts</b>									
	<p>A letter was received from scout leader, requesting a donation towards travel costs to London in November. A number of children from Burstwick attend Keyingham scouts.</p> <p>Council to approve a charity donation using S137 powers of £45 towards travel costs. A cheque will be signed at the July meeting.</p> <p>Proposed: SW  Seconded: PT  Outcome: All agreed.</p> <p>Clerk to inform scout leader of decision.</p>	<b>Clerk</b>								
<b>19/06/19</b>	<b>To agree to use S137 to provide funds for forthcoming community events</b>									
	<p>Best Kept allotments competition prizes (funded out of allotments budget):</p> <p>3 x £20 garden voucher for winner of each category.</p> <p>Saturday 27<sup>th</sup> July - Summer gala (£500 events budget):</p> <table> <tr> <td>Temporary events notice</td> <td>£21.00</td> </tr> <tr> <td>Bouncy castle hire</td> <td>£115.00 see <a href="http://www.monkeyfun.co.uk">www.monkeyfun.co.uk</a> for choice</td> </tr> <tr> <td>Single title screening licence</td> <td>£105.00 plus VAT</td> </tr> <tr> <td>Food</td> <td>Upto £75.00 (only if scouts unable to help)</td> </tr> </table> <p>There is going to be a film set up in the hall from 6pm to encourage people to stay longer at the event. The Scouts will be helping to cook and serve food. Cllr. Cripsey offered to help provide cakes for the stall.</p> <p>There were no other questions from council.</p> <p>Council to approve the above expenditure using S137 powers.</p> <p>Proposed: PT  Seconded: MC  Outcome: All agreed.</p> <p>Cllr. James and clerk to arrange purchases and place orders.</p>	Temporary events notice	£21.00	Bouncy castle hire	£115.00 see <a href="http://www.monkeyfun.co.uk">www.monkeyfun.co.uk</a> for choice	Single title screening licence	£105.00 plus VAT	Food	Upto £75.00 (only if scouts unable to help)	<b>DJ/Clerk</b>
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19/06/20	<b>To review bank mandate and add one new signatory</b>																																											
	<p>Current signatories for HSBC are:</p> <p>Cllr. Fairbank  Cllr. James  Cllr. Rainforth  Clerk (only signs if needed to i.e. when not enough councillors to sign)</p> <p>Propose to add on Vice Chairman Cllr. Brown as a signatory to the HSBC accounts</p> <p>There were no further questions.</p> <p>Council to agree to add Cllr. Brown as signatory of HSBC accounts.</p> <p>Proposed: SG  Seconded: PT  Outcome: All agreed.</p> <p>Clerk to return signed mandate form to HSBC.</p>	<b>Clerk</b>																																										
19/06/21	<b>To agree payments in accordance with the budget</b>																																											
	<p>Approve the schedule of additional payments for May as follows:</p> <p><b>Payments</b></p> <table data-bbox="272 969 986 1238"> <tr><td>HMRC (paid 30/5)</td><td style="text-align: right;">22.80</td></tr> <tr><td>Gardeners wage (paid 30/5)</td><td style="text-align: right;">283.76</td></tr> <tr><td>Gardeners expenses – petrol</td><td style="text-align: right;">20.00</td></tr> <tr><td>Gardeners expenses – plants / compost</td><td style="text-align: right;">30.00</td></tr> <tr><td>Gardeners expenses - concrete slat</td><td style="text-align: right;">14.40</td></tr> <tr><td>Yorkshire Water - allotments (DD due 29/5)</td><td style="text-align: right;">25.82</td></tr> <tr><td>ICO Data protection fee (DD due 29/5)</td><td style="text-align: right;">35.00</td></tr> </table> <p><b>Receipts</b></p> <table data-bbox="272 1328 986 1361"> <tr><td>VAT return</td><td style="text-align: right;">2002.60</td></tr> </table> <p>To approve the schedule of payments of June as follows:</p> <table data-bbox="272 1473 1046 1973"> <tr><td>FG Adamson &amp; Son - belts for sit on mower</td><td style="text-align: right;">77.54</td></tr> <tr><td>Yorkshire Water - allotments</td><td style="text-align: right;">88.37</td></tr> <tr><td>Staff salaries for June</td><td style="text-align: right;">1068.66</td></tr> <tr><td>Glazik Kershaw - payroll provider</td><td style="text-align: right;">44.40</td></tr> <tr><td>HMRC</td><td style="text-align: right;">17.80</td></tr> <tr><td>Gardeners expense – petrol</td><td style="text-align: right;">24.02</td></tr> <tr><td>Gardeners expense – petrol</td><td style="text-align: right;">25.80</td></tr> <tr><td>Gardeners expense – plants</td><td style="text-align: right;">14.99</td></tr> <tr><td>Credit card</td><td></td></tr> <tr><td>Tesco - refreshments for litter pick</td><td style="text-align: right;">21.30</td></tr> <tr><td>Stamp - forms to Democratic Services</td><td style="text-align: right;">1.50</td></tr> <tr><td>J Howden - plumber (allotment taps)</td><td style="text-align: right;">930.00</td></tr> <tr><td></td><td style="text-align: right;"><b>2314.38</b></td></tr> </table>	HMRC (paid 30/5)	22.80	Gardeners wage (paid 30/5)	283.76	Gardeners expenses – petrol	20.00	Gardeners expenses – plants / compost	30.00	Gardeners expenses - concrete slat	14.40	Yorkshire Water - allotments (DD due 29/5)	25.82	ICO Data protection fee (DD due 29/5)	35.00	VAT return	2002.60	FG Adamson & Son - belts for sit on mower	77.54	Yorkshire Water - allotments	88.37	Staff salaries for June	1068.66	Glazik Kershaw - payroll provider	44.40	HMRC	17.80	Gardeners expense – petrol	24.02	Gardeners expense – petrol	25.80	Gardeners expense – plants	14.99	Credit card		Tesco - refreshments for litter pick	21.30	Stamp - forms to Democratic Services	1.50	J Howden - plumber (allotment taps)	930.00		<b>2314.38</b>	
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	<p><b>Receipts</b></p> <p>Cemetery fees 350.00</p> <p>Allotment rent 38.00</p> <p><b>388.00</b></p> <p>Proposed: AB  Seconded: SW  Outcome: All agreed.</p>	
<b>19/06/22</b>	<b>Items for next month's agenda</b>	
	<p>Bees at allotments</p> <p>Litter bin on Churchill</p> <p>To consider quotes from HMP Hull prison workshop</p> <p>To consider report from allotments inspection</p> <p>To adopt complaints policy/procedure</p> <p>Quarterly financial update</p> <p>To form a working group to plan community event for VE 75 in May 2020</p>	
	<p><b>Date of next meeting</b></p> <p>Thursday 25<sup>th</sup> July 2019</p>	
	<b>Meeting closed at: 21:24</b>	