

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 26th SEPTEMBER 2019

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chairman AB
 Cllr. N Fairbank NF
 Cllr. P Tong PT
 Cllr. P Waddingham PW

Public: 1

Minute	Discussion and agreement	Action
19/09/01	To note apologies for absence	
	Cllr. Cripsey Cllr. Gould Cllr. Rainforth Cllr. Whiting	
19/09/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. A Brown – allotments Cllr. N Fairbank –play area Cllr. D James – none Cllr. P Tong – allotments Cllr. P Waddingham – none	
19/09/03	Members of the public are invited to address the council	
	A resident reported that a large hole has been dug by the side of the pavement near the street light at the rear of the Chapel on Back Lane. The hole is uncovered and cables are visible, this is a safety concern. Cllr. James will take some photographs and these will be forwarded to Highways team at ERYC for their attention.	DJ/Clerk
19/09/04	To confirm the minutes of the meeting held on 29th August 2019	
	Signed as a correct record. Proposed: NF Seconded: PT Outcome: All agreed	

19/09/05	To receive the clerks report and councillors updates:	
	<ul style="list-style-type: none"> • Clerk has made a successful bid to the Woodlands Trust, 420 hedging plants will be delivered in March 2020 to provide a shelter belt at the allotments • Clerk held a meeting with Chris Jennings from ERYC to look at the gate in the play area • Clerk has had an initial discussion with ERYC about a lease for the land that the play area sits on, hope to be able to share a draft lease for discussion and agreement at the October meeting • Issues raised by Cllr Whiting have been followed up with ERYC with help from Cllr. Skow and have now been resolved • Order placed with Fawcetts Joinery on 6th September for new noticeboard • Clerk has been notified by Playdale that the new equipment will be installed W/c 14th October • Clerk has submitted a project to Community Payback, as agreed I have requested for the wooden fence at Festive Field to be treated with wood preserver/stain • Clerk is working on an update of the Emergency Plan and a draft will be shared with the working group before being presented to council for approval in October • Clerk has also received a phone call from an allotment holder who wants the manure dump at the end of their plot back. Clerk stated that this was a communal manure dump but they are disputing this. Clerk will write to tenant requesting evidence of this claim, for discussion at the October meeting <p>Councillor updates:</p> <p>Cllr. Fairbank reported that there are weeds growing in the cut through in the village, clerk asked for photos to be emailed so they can be sent to ERYC for action</p> <p>Cllr. James reported that the sponsored walk raised £215.00 to be split equally between All Saints Church and the Village Hall</p> <p>Cllr. Tong asked if there was any update regarding the foot bridge over Burstwick Drain, Clerk has not heard anything. There were concerns that this bridge is in danger of being lost. ERYC had originally said that the work would be completed in 2019-20 financial year when ground conditions were good to bring in heavy machinery. The season is now changing leaving little time to complete this work before the ground becomes too wet. Cllr. James to make enquiries and to copy in Cllr. Skow.</p> <p>Cllr. Waddingham has research complaints policies for parish councils and has made some amendments to the policy presented at the August meeting.</p> <p>Cllr. Waddingham has spent time outside school engaging with parents, who are sharing their concerns. He would like to see more joint events in the village linking the school, church and village hall together.</p> <p>Cllr. Waddingham reported that the new martial arts class on a Friday evening is proving popular with some positive feedback from residents, he would like to encourage more teenagers to take part.</p>	<p>Clerk</p> <p>Cllrs/ Clerk</p> <p>DJ</p>

	<p>Cllr. James reminded everyone about the meeting to plan the Christmas event being held on Sunday 29th September at 3pm in the Village Hall. The next event is the quiz night on 11th October.</p>	
19/09/06	To note correspondence received	
	<p>Police Report Crime data: 28/08/19 commercial burglary – generator and tools taken, Station Road</p> <p>ASB: None</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 33/19-20 Police and Crime Commissioner – meet the commissioner sessions 34/19-20 Humberside Police crime data for August 35/19-20 Humberside Police street beat newsletter for August 36/19-20 ERNLLCA August Newsletter 37/19-20 HWRA newsletter 38/19-20 ERYC Village Task Force visit schedules 39/19-20 ERNLLCA conference and booking form</p>	
	<p>Letters received: None</p>	
19/09/07	To consider planning applications received	
	<p>Planning applications:</p> <p><u>19/02225/PLF Paragon Space Ltd, Hedon Road, Burstwick</u> Single storey office block with associated works including installation of package treatment plant, single storey storage building, change of use of land including creation of additional hardstanding to extend storage yard and parking area.</p> <p>Council considered the plans and there were no objections.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed (Cllr. James abstained from vote)</p> <p><u>19/03156/PLF Integra Buildings Ltd, Main Street, Burstwick</u> Change of use from factory to coach depot.</p> <p>Council commented that this would have a smaller workforce than Integra, it will bring jobs to the area and would rather see the site used than being left derelict.</p> <p>Council considered the proposal to change use and there were no objections.</p> <p>Proposed: PW Seconded: PT Outcome: All agreed</p>	

	<p><u>19/02971/PLF North End Farm, Station Road, Keyingham</u> Livestock building with associated feed bins and hardstanding area for parking and turning</p> <p>Council considered the plans and there were no objections.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed</p>	
	<p>Planning Decisions to note: <u>19/02068/PLF Lund Garth Farm, East End Road, Preston</u> Construction of open air all weather manege</p> <p>Planning permission granted by ERYC subject to conditions</p>	
	<p>Appeal Decisions to note: None</p>	
19/09/08	To receive feedback from the trial parish council surgeries	
	<p>The second surgery was held on Saturday 14th September at the shop supported by Cllr. Brown, Cllr. Tong and Ward Councillor Skow, however on this occasion no one attended.</p> <p>The final surgery will be held on Saturday 19th October with support from Cllr. Fairbank and Cllr. Gould.</p> <p>After the final surgery, their effectiveness will be evaluated and a decision will be taken as to the frequency of future surgeries.</p>	
19/09/09	To receive a report from recent allotments inspection	
	<p>The allotments committee held a follow up inspection on 21st September to look again at the plots highlighted as a concern in the July inspection.</p> <p>It was noted that plots 6 and 7 have improved and plot 9 is due to be split this autumn.</p> <p>The committee made the following recommendations:</p> <p>Plot 21B to receive a warning letter Plot 22 to receive a warning letter with a timescale to build chicken coup and start work on the plot by 1st December 2019 Plot 46 to receive notice to end their lease Plot 48 to receive a letter requesting a timetable as to what they have planned for the plot and when planting will start</p> <p>The committee also asked if the parish gardener could help cut the hedge inside plot 50 and to fill in any rabbit holes in the footpaths around the allotments.</p> <p>Council to agree to the above recommendations.</p> <p>Proposed: NF Seconded: PW Outcome: All agreed.</p> <p>Clerk to send out letters as agreed above.</p>	Clerk

19/09/10	To consider purchasing dog poo bag dispenser for Festive Field	
	<p>Clerk has circulated a couple of examples and prices, following reports of increased fouling on Festive Field.</p> <p>The first is a heavy duty metal dispenser that can be mounted on the fence near the gate for £79.00 plus vat and £26.00 for biodegradable bags, the second was two small plastic clip on dispensers and bags for £19.99.</p> <p>Some councillors thought this was a good idea as it encourages people to clean up after their dog. One councillor was against spending money on this.</p> <p>Chairman called a vote and 3 councillors were in favour and one against. Of the three in favour all 3 preferred the heavier duty metal dispenser.</p> <p>Motion carried, Clerk to place order for the metal dispenser and bags as above.</p>	Clerk
19/09/11	To discuss making a donation towards the cost of road safety signs	
	<p>PCSO Bainton had circulated photos of the signs and a link to the website. They are silhouettes of children asking people not to park near school.</p> <p>There are two options for council to consider as follows:</p> <ol style="list-style-type: none"> 1. Make a £50 donation towards the cost of a 'pool' set of signs which is PCSO Bainton's idea, that can be used at various locations in Mid Holderness 2. Make a larger donation sharing the cost with Burstwick Primary School for one or two signs to be kept in the village for use by the school and to be deployed in other areas of the village when needed <p>The signs cost from £165.00 each, plus VAT and delivery.</p> <p>Council had a wide ranging discussion about this, in terms of the pros and cons, who would deploy them and how effective would they be. At the time of the meeting the clerk confirmed that she had received no response from the school regarding the proposal to share the costs.</p> <p>On that basis the council proposed to make a S137 grant of £50 to the pool set of signs.</p> <p>This can be revisited in the future once the school has responded and when we get evidence to prove their effectiveness.</p> <p>Proposed: PT Seconded: AB Outcome: All agreed</p> <p>Clerk to contact PCSO Bainton to ask how to make payment.</p>	Clerk
19/09/12	To discuss recent issue of drug taking at the play area	
	<p>Cllr. Waddingham has circulated the photos of the mess that was left at the play area the other weekend. He just wanted to make everyone aware of it, as these things can get out of hand. Just wanted to ask what the village is doing for its young people?</p> <p>Cllr. James said that the last report of drugs at the play area was about eight months ago, other parishes do have it a lot worse than Burstwick. However, we must remain vigilant and report any incidents, these can be logged online.</p>	

	<p>Cllr. Waddingham would like to organise an event in the village hall for parents and residents along the lines of a health and wellbeing event, linking up with the primary school and local high schools.</p>	
19/09/13	<p>To receive an update on re-establishing neighbourhood watch group in the village</p> <p>Due to the recent issues of drug taking at the play area, Cllr. James set up a simple survey online to ask people if they would like to get involved with Neighbourhood watch in the village.</p> <p>23 residents have said they are interested in joining and 6 would be happy to be coordinators. This means that the majority of the village would be covered.</p> <p>Maureen Yates, the Crime and Community Resilience Officer for ERYC has invited Cllr. James to the South Holderness Cluster on 2nd November. PCSO Bainton has invited Cllr. James to the Bilton neighbourhood watch meeting on 2nd October, to see how it works.</p> <p>With this good level of interest in the village Maureen Yates would be happy to host an event to get the group up and running, with ongoing support from the parish council.</p>	
19/09/14	<p>To agree cost of skip hire for forthcoming play area improvement works</p> <p>Playdale Playgrounds who will be installing the equipment need a medium sized skip for packaging and spoil, by organising our own skip there is a considerable cost saving. Quotes obtained as follows:</p> <p><u>Whites skip hire</u></p> <ul style="list-style-type: none"> • 6 yard £160 including VAT • 8 yard £195 including VAT <p><u>Swift Skip hire</u></p> <ul style="list-style-type: none"> • 6 yard £193 including VAT • 8 yard £215 including VAT <p>Following a brief discussion, the council proposed to hire an 8 yard skip with Whites for £195.00.</p> <p>Proposed: AB Seconded: PT Outcome: All agreed.</p> <p>Clerk to place order for skip.</p>	Clerk
19/09/15	<p>To consider play area gate proposal from ERYC</p> <p>The clerk met with Chris Jennings (Principal Asset Officer - Schools) on Friday 13th September to look at the gate for the play area.</p> <p>As the school uses the play equipment at break time, ERYC could cover the cost from a safe guarding perspective.</p> <p>The proposal is to put a new fence 1.8 metres high (this will be the same height as the fence around the school) between the toddlers play area and the older play area with a new kissing gate in roughly the location of the current yellow gate (the one onto the playing field). The litter bin will be relocated to the front of the toddlers play area.</p>	

	<p>The lower metal bow top fencing that will be removed is to be relocated along the side of the grassed area behind the electricity poles. This will keep children safe and should deter motor bikes from gaining access to the playing field.</p> <p>Cllr. James confirmed that the front of the play area onto Main Street, would stay as it is.</p> <p>There were no further questions from Council.</p> <p>Council in agreement with the proposal as set out.</p> <p>Proposed: AB Seconded: NF Outcome: All agreed.</p> <p>Clerk to contact Chris Jennings.</p>	Clerk
19/09/16	To approve the cost of the annual service for village flood pumps	
	<p>The council allocates £1000 in its budget each year to cover the maintenance of the two flood pumps and any other small items the flood wardens may need to carry out their duties.</p> <p>Quote received from Tony Styche who serviced them last year of £620 plus VAT, total of £744.00</p> <p>Council to approve the quote as set out above.</p> <p>Proposed: AB Seconded: PT Outcome: All agreed.</p> <p>Clerk to contact flood warden Paul Rimmer to go ahead with the service.</p>	Clerk
19/09/17	To review action plan and discuss projects for 2020-21.	
	<p>Clerk reviewed the parish council action plan and highlighted a number of projects that had been completed or are currently underway.</p> <p>As the budget is set in November for the next financial year, it is helpful if councillors could put forward project ideas that need including in the budget.</p> <p>Clerk proposed for the following projects to roll over:</p> <ul style="list-style-type: none"> • Brick planter at Hariff Lane (funding for this was diverted to new noticeboard) £500.00 • Role of Honour board (funding for this was diverted to new noticeboard) £250.00 <p>New projects that need funding:</p> <ul style="list-style-type: none"> • LED light bulbs – quantity TBC • Equipment to support emergency plan – generator and light set for village hall • VE day event <p>Clerk to circulate an email to all councillors asking for any project ideas to be submitted by early November.</p>	Clerk

19/09/18	To agree cost for sending representative(s) to ERNLLCA conference																											
	<p>The annual conference for town and parish councils is being held on Friday 15th November at the Village hotel in Hull.</p> <p>There are 15 places for smaller councils at £45 plus vat, otherwise its £90 plus vat.</p> <p>The council has a training budget of £200 which hasn't yet been used.</p> <p>It was proposed to send two delegates at a cost of £135.00 plus vat.</p> <p>Proposed: PT Seconded: AB Outcome: All agreed.</p> <p>Clerk to make booking with ERNLLCA.</p>	Clerk																										
19/09/19	To agree payments in accordance with the budget																											
	<p>Approve the schedule of payments for September as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Playdale Playgrounds - spares for swing & see-saw</td> <td style="text-align: right;">129.94</td> </tr> <tr> <td style="padding-left: 20px;">Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> </tr> <tr> <td style="padding-left: 20px;">Staff salaries for September (3 part time staff)</td> <td style="text-align: right;">930.32</td> </tr> <tr> <td style="padding-left: 20px;">Gardeners expenses - petrol</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td style="padding-left: 20px;">Credit card:</td> <td style="text-align: right;">159.60</td> </tr> <tr> <td style="padding-left: 20px;">S137 Film bank media - summer gala expense</td> <td style="text-align: right;">£99.60</td> </tr> <tr> <td style="padding-left: 20px;">S137 Sandhills - garden vouchers</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td></td> <td style="text-align: right;">1289.76</td> </tr> <tr> <td colspan="2"> Receipts</td> </tr> <tr> <td style="padding-left: 20px;">2nd Half of precept</td> <td style="text-align: right;">11250.00</td> </tr> <tr> <td style="padding-left: 20px;">Npower refund</td> <td style="text-align: right;">16.63</td> </tr> <tr> <td style="padding-left: 20px;">Vase for cremation plot fee</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td></td> <td style="text-align: right;">11306.63</td> </tr> </table> <p>Proposed: NF Seconded: AB Outcome: All agreed</p>	Playdale Playgrounds - spares for swing & see-saw	129.94	Glazik Kershaw - payroll provider	44.40	Staff salaries for September (3 part time staff)	930.32	Gardeners expenses - petrol	25.00	Credit card:	159.60	S137 Film bank media - summer gala expense	£99.60	S137 Sandhills - garden vouchers	£60.00		1289.76	 Receipts		2nd Half of precept	11250.00	Npower refund	16.63	Vase for cremation plot fee	40.00		11306.63	
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19/09/20	Items for next month's agenda																											
	<p>Approve revised Complaints Policy Adopt updated Emergency Plan To discuss Christmas lights</p>																											
	<p>Date of next meeting <u>Thursday 24th October 2019</u> - note it's a week early due to annual leave.</p>																											
	Meeting closed at: 21:26																											