

**BURSTWICK PARISH COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 29<sup>th</sup> AUGUST 2019**

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

Public: 5 and PCSO Bainton

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>19/08/01</b>	<b>To note apologies for absence</b>	
	Cllr. Fairbank Cllr. Rainforth Cllr. Tong	
<b>19/08/02</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 – none Cllr. Cripsey – play area Cllr. S Gould – play area Cllr. D James - none Cllr. P Waddingham - none Cllr. S Whiting – play area	
<b>19/08/03</b>	<b>Members of the public are invited to address the council</b>	
	The parish council presented certificates and national garden vouchers to the three winners of the best kept allotments competition for this year. Winners were: Mr Longman, plot 15 – most unusual fruit or vegetable Mr Thompson, plot 17 – variety of produce Mr & Mrs Brown, plot 30 – best use of space  A resident reported that dog owners using Festive Field were not cleaning up after their dogs. Suggestions included more signs and dog bag dispensers.  A resident asked about the 173 bus on a Saturday – where does it go? It is a route that serves Withernsea to Hull calling in at various villages, it does not currently stop in Burstwick. Cllr Brown as Transport Champion will put forward a request for it to stop in Burstwick.  A resident reported HGVs are going down Appleby Lane and a delivery van got stuck at the bottom of Church Lane.  Cllr. James reported that Sun Crop have cut the hedge back along the paddock.	<b>AB</b>

	<p>Cllr. James also confirmed that the parish council will be organising a commemorative event for VE Day 75 in May 2020.</p> <p>Concerns were also raised about weeds, over grown plots and dumping at the allotments – Cllr James confirmed that the allotments committee do carry out regular inspections and warning letters are sent to plots causing concern.</p>	
<b>19/08/04</b>	<b>To confirm the minutes of the meeting held on 25<sup>th</sup> July</b>	
	<p>Signed as a correct record.  Proposed: AB  Seconded: SG  Outcome: All agreed</p>	
<b>19/08/05</b>	<b>To receive the clerks report and councillors updates</b>	
	<ul style="list-style-type: none"> <li>• Clerk sent letters to allotment holders as agreed in the July meeting, responses have been received from plot 6 who will be sorting plot out and plot 9 have agreed to split their plot.</li> <li>• The Woodlands Trust has closed applications for hedging packs, however applications re-open at the end of August for March 2020 delivery</li> <li>• An order for a new bin to be located at the junction with Strathmore Avenue and Churchill Avenue was placed on 8<sup>th</sup> August with ERYC, no acknowledgement has been received</li> <li>• There are no places left on the two training days for councillors offered by ERNLLCA, Clerk has contacted them and they will be offering further dates at some point</li> <li>• Clerk has placed the order for the new equipment for the play area with installation scheduled for end of September, once the old equipment has been removed</li> <li>• The council has been successful in its bid to the windfarm community chest and has been awarded £500 towards the costs of a new noticeboard</li> <li>• Clerk has received formal notification from the external auditor that they have completed their review of the Annual Governance and Accountability Return for 2018-19 financial year, the certificate and notice of conclusion of audit will be displayed on the noticeboard and website. The report states that <i>'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'</i>.</li> </ul> <p><b>Councillor updates:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Brown reported that plot 46 is still causing concern, Clerk confirmed that a letter had been sent, but no response has been given. A further inspection of all plots to be arranged in September</li> <li>• Cllr. James announced he is taking part in a sponsored walk on 8<sup>th</sup> September to raise funds for All Saints Church and Burstwick Village Hall</li> <li>• Cllr Gould reported that she is trying to get hold of Tom Leech from HMP Hull regarding quotes for items for parish council</li> </ul>	

	<ul style="list-style-type: none"> <li>• Cllr. Cripsey asked if the church had applied to community payback to tidy up the church yard, Cllr. James confirmed that the information had been forwarded on to the parochial church council and Rev. Walker</li> <li>• Cllr. Whiting reported that the bridle way from Hull Bridge to the golf course has re-opened after the landowner removed barriers, he is also disappointed in the lack of information and progress to replace the footbridge over Burstwick Drain</li> <li>• Cllr. Whiting also stated fly tipping that was reported months ago has not been dealt with by ERYC, clerk asked for reference numbers and will ask ward members to look into it</li> <li>• Cllr. Waddingham reported that he is starting a new martial arts class in the village hall on Friday 6<sup>th</sup> September 6.30-8.30pm</li> <li>• Cllr. Brown reported that the village task force visit with ERYC went well and numerous items were logged for action</li> </ul>	<b>Clerk</b>
<b>19/08/06</b>	<b>To note correspondence received</b>	
	<b>Police Report</b> <b>Crime data for July:</b> 8/7/19 Damage to football, Beech Close	
	<b>Burstwick Parish Council emails:</b> <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 25/19-20 Humberside Police crime data for July 26/19-20 Humberside Police Streetbeat monthly newsletter for July 27/19-20 East Riding of Yorkshire CCG AGM 17 <sup>th</sup> September 28/19-20 ERNLLCA AGM 19 <sup>th</sup> September 29/19-20 Police and Crime Commissioner Summer e-bulletin 30/19-20 ERYC letter regarding receiving a new newsletter 31/19-20 ERNLLCA village halls conference 12 <sup>th</sup> September 32/19-20 ERYC Local Plan Review allocations document 'fast checking'	
	<b>Letters received:</b> None	
<b>19/08/07</b>	<b>To consider planning applications received</b>	
	<b>Planning applications:</b> None received	
	<b>Planning Decisions to note:</b> None received	
	<b>Appeal Decisions to note:</b> None received	
<b>19/08/08</b>	<b>To receive feedback from the trial parish council surgeries</b>	
	On Saturday 17 <sup>th</sup> August, Cllr. James, Cllr. Waddingham and PCSO Bainton held a one hour surgery at Burstwick Village Stores.  4 members of the public attended, I also received a direct message via social media from someone unable to attend.  Discussion points included: <ul style="list-style-type: none"> <li>• Road safety concerns adjacent to Corner House, Main Street.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Enquiry regarding installation of road side mirror (to aid reversing/driving onto Main St), bird-box painted to look like a speed camera and painted speed limit signage. Resident was recommended to contact ERYC Highways for guidance.</li> <li>• Concern raised regarding a blocked road side drainage point adjacent to Corner House in addition to a sunken / dipped drain which causes sitting water to spray up against the side of the house, potentially causing long term water damage to the bricks.</li> <li>• Damaged roundabout sign noted adjacent to Burstwick Stores.</li> <li>• Two volunteers offered to join upcoming community road watch campaigns in association with PCSO Bainton. Hoping these can be arranged sometime soon.</li> <li>• Concern raised regarding vehicles accessing Church Lane in error and trying to turnaround. Latest vehicle was a Yodel delivery van who was lost. Suggestion for signage stating no access. DJ has emailed enquiry to Katie Stork at ERYC Highways.</li> <li>• Condition of Church Lane discussed and recommended weed killer be applied to the aggregate at some point.</li> <li>• Enquiry regarding development progress of Nags Head – advised resident foundations have been laid and there is no time restriction.</li> <li>• Concern regarding state of Stutt Cottage land. Photographs received this week from resident, plan to forward to environmental health – unless anyone can suggest anything else?</li> </ul>	<p>DJ</p> <p>DJ</p>
<p><b>19/08/09</b></p>	<p><b>To agree to order new noticeboard</b></p>	
	<p>The council has received a Burton Pidsea Wind Farm community chest grant of £500 towards the costs of the new noticeboard.</p> <p>Council to agree to proceed with the order with Fawcetts at a total cost of £1394.24</p> <p>Build: £997.87 plus vat  Install: £164.00 plus vat  Vat: £232.37  Total: £1394.24  Less £500.00  Total outlay for parish council £894.24</p> <p>Cllr. Waddingham asked if other prices have been sourced for the noticeboard, Cllr Brown reported that a number a quotes were sourced for the first noticeboard and this quote is competitive.</p> <p>Cllr. James asked if a chain restrictor could be fitted to stop the door being blown back by the wind.</p> <p>Cllr Whiting asked for the location to be confirmed, Clerk stated that ERYC have given permission for it to be located at the old bus stop on Main Street (opposite Hare and Hounds pub), the noticeboard being installed at the rear of the concrete foundation so that people can stand on the concrete whilst reading the notices. There is a path that leads off the main footpath, though it may need clearing.</p> <p>Council to proceed with the order as quoted above.</p> <p>Proposed: SW  Seconded: SG</p>	

	<p>Outcome: All agreed</p> <p>Clerk to place order with Fawcetts</p>	<b>Clerk</b>
<b>19/08/10</b>	<b>To agree costs to remove old play equipment</b>	
	<p>Clerk has placed the order for the new equipment following a successful bid to commuted sums funding. A number of old items of equipment need removing.</p> <p>Tony Grassby Home and Garden Maintenance has quoted up to £300 to remove the equipment, restore the surface and sow grass seed.</p> <p>Clerk expects the new equipment to be ready to install at end of September and will minimise disruption as far as possible to the play area.</p> <p>Council to agree to proceed with removing the old equipment as per quote above.</p> <p>Proposed: AB  Seconded: PW  Outcome: All agreed</p> <p>Clerk to arrange to meet with Tony Grassby to mark up the items of equipment that need removing.</p>	<b>Clerk</b>
<b>19/08/11</b>	<b>To discuss options for a new kissing gate for the play area</b>	
	<p>There have been an increasing number of reports of motorbikes and mopeds riding in the play area / playing field.</p> <p>A new gate, at the main entrance to the park (where the old noticeboard is) is needed to prevent motorbikes from gaining access to the field.</p> <p>Clerk included three quotes in the supporting papers for consideration as follows:</p> <ol style="list-style-type: none"> <li>1. Metal circular medium mobility kissing gate from Centrewire £276 or powder coated £364.00 plus vat, delivery and installation</li> <li>2. Wooden rectangular medium mobility kissing gate from Centrewire £229.00 plus vat, delivery and installation</li> <li>3. Hingeless self-closing kissing gate from GL Jones Playgrounds Ltd £1731.60 including VAT and delivery, but not installation</li> </ol> <p>ERYC have been contacted to see if they could cover this costs and so far no response has been given.</p> <p>Councillors were concerned that a kissing gate won't stop the problem, especially when ERYC leave the vehicle service gate open.</p> <p>It is still not clear who is responsible, Clerk stated that there is no lease in place for the land that the play area stands on.</p> <p>PCSO Bainton urged people to report every incident of motor bikes on the playing field, to build up the evidence that there is a problem, police can also seize vehicles. The council could then apply to the Police and Crime Commissioners Crime Reduction Fund to part cover the costs of a kissing gate to be installed.</p> <p>Installing more signs was also discussed.</p>	

	This item to be brought back to the October meeting, once more information has been collected.	
<b>19/08/12</b>	<b>To discuss road safety in the village</b>	
	<p>This is an ongoing area of concern for the village. The last ATC took place in October 2015 and the data from these counts last 5 years. The village has a part time 20mph zone and as a result of installing this, the village no longer qualifies for Safer Roads Humber enforcement camera vans.</p> <p>The council could hire a speed indication device from ERYC at a costs of £450 for one or £500 for a pair for four weeks.</p> <p>The Police and Crime Commissioner has introduced a Community Speed Watch initiative, which following discussion, Cllr. James will register interest.</p> <p>Cllr. Waddingham stated that ERYC have updated their Traffic Calming Policy and looking at the criteria in the policy, questions need to be asked as to why Burstwick doesn't not have any traffic calming measures.</p> <p>Cllr. James proposed organising a meeting with Katie Stork from ERYC and Cllr. Waddingham and Cllr. Whiting to explore what options are available.</p>	<b>DJ/PW/ SW</b>
<b>19/08/13</b>	<b>To review street lighting Service Level Agreement (SLA)</b>	
	<p>The parish council has a SLA level 1 with ERYC to look after 21 parish council street lights. ERYC have written advising that the cost of the SLA will increase by 2% from April next year, this will be an approx. increase of £30 per year based on what was paid in 2018-19. Parish Council paid £1515 plus VAT, total £1817.60 for level 1 SLA for 21 lights in 2018-19.</p> <p>Clerk has contacted ERYC to ask if there are ways to reduce the cost of the SLA, there are a number of options, all of which cost money to achieve. Options include reducing the burning time (turning the lights off), reducing the lamp wattage (via installing LED bulbs) or removing the lights.</p> <p>The council could consider changing the bulbs to more energy efficient LED bulbs, this would cost approx. £185.00 plus VAT per lamp with a saving on the SLA of £15 per LED bulb installed. Costs for the other options were not given.</p> <p>Cllr. James asked council if they wanted the cost for turning the street lights off at midnight and the savings this would give. A vote was taken with 4 councillors not wanting the costs and 2 councillors wanting the costs.</p> <p>Decision carried – council will not be investigating further the option to turn street lights off.</p> <p>It was proposed to discuss the option of LED bulbs further when setting the budget for 2020-21, later this year.</p>	
<b>19/08/14</b>	<b>To consider The Village Survival Guide</b>	
	<p>Cllr. Waddingham heard the launch of The Village Survival Guide on a local radio station. It's a good document with lots of ideas; for instance a village could benefit from having a vision – where does it want to go, what are the village priorities. The guide also states there must be a clear strategy on funding.</p> <p>Cllr. Waddingham encouraged all councillors to read the document and bring ideas back to the parish council.</p>	

<b>19/08/15</b>	<b>To discuss the forward planning of village events</b>																																									
	<p>Cllr. Waddingham is keen to promote village events and would like a calendar of events setting up.</p> <p>Cllr. James reported that a meeting is being held on Sunday 29<sup>th</sup> September to plan the Christmas gala – everyone welcome who is interested in helping out.</p> <p>Clerk pointed out that the Parish Council does not normally run events, it is usually the community centred round the church and village hall who run events, the council helps facilitate events by providing resources.</p>																																									
<b>19/08/16</b>	<b>To adopt the parish council complaints policy and procedure</b>																																									
	<p>Clerk circulated a 3 and a half page draft document for consideration and comment, the document was drafted using best practice examples from other parish councils and uses the code of practice issued by the National Association of Local Councils (NALC). No comments had been received before the meeting.</p> <p>Council felt the document needed to be simpler, more user friendly and use plain English.</p> <p>Cllr. Waddingham offered to re-draft the procedure and present to a future meeting.</p>	<b>PW</b>																																								
<b>19/08/17</b>	<b>To agree payments in accordance of the budget</b>																																									
	<p>Approve the schedule of payments for August as follows:</p> <p><b>Payments</b></p> <table data-bbox="272 1039 1007 1630"> <tr><td>DBS Hull Ltd (CCTV)</td><td>590.40</td></tr> <tr><td>PKF Littlejohn external auditor fee</td><td>240.00</td></tr> <tr><td>Cllr. James reimburse gala bouncy castle (\$137)</td><td>75.00</td></tr> <tr><td>Glazik Kershaw - payroll provider</td><td>44.40</td></tr> <tr><td>Staff salaries for August (3 part time staff)</td><td>1018.99</td></tr> <tr><td>HMRC</td><td>5.20</td></tr> <tr><td>Gardeners expenses - petrol</td><td>23.00</td></tr> <tr><td>Yorkshire water (allotments)</td><td>57.27</td></tr> <tr><td>Credit card:</td><td>223.26</td></tr> <tr><td>Unlimited Webhosting £39.47</td><td></td></tr> <tr><td>Cartridge People £39.96</td><td></td></tr> <tr><td>Smiths of Forest of Dean - water drums £131.76</td><td></td></tr> <tr><td>Post Office 12x2nd Class stamps £7.32</td><td></td></tr> <tr><td>Wilko Envelopes and ream of paper £4.75</td><td></td></tr> <tr><td></td><td><b>2277.52</b></td></tr> </table> <p><b>Receipts</b></p> <table data-bbox="272 1675 1007 1868"> <tr><td>Headstone fee</td><td>60.00</td></tr> <tr><td>Cemetery fees</td><td>240.00</td></tr> <tr><td>BP windfarm community chest grant</td><td>500.00</td></tr> <tr><td>Allotments donation</td><td>25.00</td></tr> <tr><td></td><td><b>825.00</b></td></tr> </table> <p>Proposed: AB  Seconded: SG  Outcome: All agreed.</p>	DBS Hull Ltd (CCTV)	590.40	PKF Littlejohn external auditor fee	240.00	Cllr. James reimburse gala bouncy castle (\$137)	75.00	Glazik Kershaw - payroll provider	44.40	Staff salaries for August (3 part time staff)	1018.99	HMRC	5.20	Gardeners expenses - petrol	23.00	Yorkshire water (allotments)	57.27	Credit card:	223.26	Unlimited Webhosting £39.47		Cartridge People £39.96		Smiths of Forest of Dean - water drums £131.76		Post Office 12x2nd Class stamps £7.32		Wilko Envelopes and ream of paper £4.75			<b>2277.52</b>	Headstone fee	60.00	Cemetery fees	240.00	BP windfarm community chest grant	500.00	Allotments donation	25.00		<b>825.00</b>	
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<b>19/08/18</b>	<b>Items for next month's agenda</b>	
	Report from allotments inspection	
	<b>Date of next meeting:</b> Thursday 26 <sup>th</sup> September 2019	
	<b>Meeting closed at:</b> 21.38	