

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE SCHOOL ON THURSDAY 28th NOVEMBER 2019

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

Public: 2

Minute	Discussion and agreement	Action
19/11/01	To note apologies for absence	
	Cllr. Gould Cllr. Whiting	
19/11/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: None disclosed Non-pecuniary: Cllr. A Brown – allotments Cllr. Cripsey – none disclosed Cllr. N Fairbank – none disclosed Cllr. D James – cemetery Cllr. D Rainforth – cemetery Cllr. P Tong – allotments Cllr. P Waddingham – flood wardens	
19/11/03	Members of the public are invited to address the council	
	Resident is concerned about speeding, in the recent wet weather there has been a lot of standing water near the school, drivers are not slowing down and the children are getting soaked from cars splashing through the water. Cllr. James said that the council are in the early stages of arranging a meeting with ERYC to discuss the village wide issue of speeding and road safety. Resident would like to see the 277 bus reinstated, even if it was only twice a week. Cllr. Brown as local transport champion will feed this back to relevant organisations.	AB
19/11/04	To confirm the minutes of the meeting held on 24th October 2019	
	Signed as a correct record. Proposed: AB Seconded: DR Outcome: All agreed.	

19/11/05	To receive the clerks report and councillors updates	
	<p>Update on previous decisions and action taken:</p> <ul style="list-style-type: none"> • Letters have been sent to properties that back on to Church Lane in light of recent fly tipping. • Letter sent to Mr Dent regarding the manure dump, dismissing his claim of ownership and upholding it as a communal resource. • Clerk has completed paperwork for the Christmas tree lights and the council now has its permit for this year’s festive lighting. • Thanks to Cllr’s Cripsey and Rainforth for putting up the lights on the Christmas tree on Saturday 23rd November. • There has been four burials this month and all paper work correct and records updated. • Clerk has spent time working on the budget and precept that will be discussed. • New dog waste bag dispenser has been fitted to the fence in Festive Field, Clerk has had reports that the bags are being used up very fast, the gardener has been asked to only put in one pack of bags at a time and to continue to monitor. • Clerk has asked for an update on the muddy layby on Ellifoot Lane – awaiting a response from ERYC. • Clerk attended the annual town and parish council conference organised by ERNLLCA on 15th November, it was very informative and useful. • Time has also been spent updating the emergency plan, a draft has been circulated, if everyone can email comments to me, I will make sure a final version is presented for approval at the January meeting. • Whites Skip hire have not been able to remove skip at the play area due to the wet weather, Clerk is not happy with the service as they had been requested to collect the skip on Thursday 24th October – if it had been done then they wouldn’t have had any problems as it was drier. • Clerk has claimed for payment from ERYC Commuted Sums for the play area works. <p>Councillors updates:</p> <ul style="list-style-type: none"> • Cllr. Fairbank reported that a resident who lives backing on to Church Lane said that it was workmen who were doing a job in one of the gardens that left the waste in Church Lane. • Cllr. Tong had been speaking to a resident who suggested a zebra crossing near Pinfold Lane near the pub, many parents cross here to access the path to school at Woolam Hill as this is safer than walking down the narrow footpath on Main Street. However, other councillors said this has already been tried numerous times, the request has been declined by ERYC as there are too many junctions and is used by the school buses. • Cllr. Waddingham commented that it’s an important point to note that people down want to use the footpath on Main Street – its narrow and there is a sharp bend, it can be intimidating. • Cllr. Brown has been out recently with her elderly parents and has noticed the bad state of some of the footpaths in the village and the lack of drop kerbs in some locations, especially at the school drive. It is difficult to cross the road and there is a need for a crossing near the shop. 	

	<ul style="list-style-type: none"> • It was commented that the council should hold a road safety drop-in – it would be useful to know what people think, could also use the newsletter to run a survey. • Cllr. James reminded the council that the Christmas Fair is being held on Sunday 1st December 4pm till 6pm, raising funds for the Village Hall and All Saints Church. • Cllr. Cripsey reported that he had been to see the flood pumps and wardens in action at a recent wet test run and found it useful to see how it all works. • Cllr. Waddingham reported that flood wardens held a debrief meeting on 27th November, following the recent heavy rain and the deployment of the pumps. The wardens have learnt a lot as this was the first time the pumps used in a live potential flood situation, as a result the procedural flow chart has been updated. Cllr. Waddingham proposed a letter of thanks should be sent to Andy Gray, whose fields were flooded and Paul Rimmer and all the flood wardens. Clerk and Cllr. Waddingham to draft a letter. • Cllr. Waddingham reported that the Martial Arts class has been awarded a £500 grant from the Burton Pidsea Wind Farm, there are 65-70 people registered with the club and 25 attend regularly. • Cllr. Waddingham reported dog fouling in the cut through from Strathmore Avenue to Church Lane, this is an ongoing problem and is worse in the winter with the dark nights, if you witness it or have information about certain individual then this can be reported to ERYC. Cllr. James said that stickers had been brought for bins, signs had been put up on lampposts and information included in the newsletter. 	Clerk/PW
19/11/06	To note correspondence received	
	<p>Police Report Crime data for October: 4-6/10/19 Theft of cash, Back Lane, Burstwick 28-30/10/19 theft of trail camera from post in field, Hariff Lane, Burstwick ASB – none reported</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 50/19-20 ERYC Joint Local Access Forum annual report 2018-19 51/19-20 Humberside Police crime data for October 52/19-20 ERNLLCA NALC report on tackling loneliness 53/19-20 ERYC Burton Pidsea & Tedder Hill Community Funds annual review meeting 2017-19 54/19-20 Burstwick Flood Wardens update and wet test run 8/11/19 55/19-20 Burstwick Flood Wardens updated 10/11/19 and school field penstock testing 56/19-20 Humberside Police street beat newsletter for October 57/19-20 ERYC Future Communities Initiative survey 58/19-20 ERYC & Hull Joint Minerals Local Plan 2016-33 adoption notice</p>	
	<p>Letters received A & F Consulting Engineers LLP – offering flood assistance services ERYC with draft tax base for precept demand (via email)</p>	

19/11/07	To consider planning applications received	
	Planning applications: None	
	Planning Decisions to note: None	
	Appeal Decisions to note None	
19/11/08	To agree Parish Council budget for 2020-21	
	<p>Budget calculations were circulated to all councillors, comments received from Cllr. James who proposed the following changes to the budget:</p> <ul style="list-style-type: none"> • To remove the purchase of a litter bin (as two have been bought this year) • To increase contingency under village maintenance from £200.00 to £500.00 • To remove the construction of brick planters and village sign • To increase funding for the War Memorial gardens project from £500.00 to £1000.00 <p>These changes reduces the operational budget for 2020-21 by £200.00 to £29,446.00</p> <p>Comments also received from Cllr. Waddingham who has requested:</p> <ul style="list-style-type: none"> • £200 of funding to run a health and wellbeing event <p>This does not alter the budget as the council will carry over approx. £200 in the events budget line and there is £600 budgeted for 2020-21.</p> <p>Clerk talked through the budget.</p> <p>Cllr. Waddingham suggested council think about future budgets.</p> <p>There were no other comments or questions.</p> <p>Council to agree an operational budget of £29,446.00 for 2020-21</p> <p>Proposed: PW Seconded: NF Outcome: All agreed</p> <p>Clerk to upload a summary of the budget to the website.</p>	Clerk
19/11/09	To discuss option of using cemetery budget to part fund gardeners wage	
	<p>The parish council currently have £15,524.05 in a targeted reserve for the cemetery.</p> <p>The Council carried over £1352.23 in the cemetery budget at 1st April 2019 and have taken £1530.00 in cemetery fees this year. There is £2792.23 in the current account belonging to the cemetery. A further £300 of fees is due shortly.</p> <p>The parish council does very little with this money, the Clerk makes sure there is some to cover any maintenance expenditure, the majority is saved to purchase land for a new cemetery.</p> <p>Council to consider the proposal that from 1st April 2020, £500.00 is transferred from the cemetery budget to the wages budget to part cover the Gardeners wage. A considerable</p>	

	<p>amount of time is spent on maintaining the cemetery. The rest of the wage will be covered by the precept.</p> <p>Cllr. Rainforth said that the council had previously agreed that the cemetery fees taken would be ring fenced to buy new land. Clerk was asked how much this would cost, Clerk said that this was one of her targets –to make some enquiries with ERYC about land in the village that could be used. Clerk suggested that the amount saved would not cover the full purchase costs and a public works loan would also be needed.</p> <p>Cllr. Rainforth suggested this arrangement should be reviewed on an annual basis.</p> <p>There were no other comments or questions.</p> <p>Council to agree to transfer £500 from the cemetery budget to the wages budget on 1st April 2020, to cover gardeners wage in 2020-21 financial year.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed</p>	
19/11/10	To agree precept for 2020-21	
	<p>Three options were included in the supporting papers sent to parish councillors to consider as follows:</p> <p>Option 1 - £23,000 (a £500 increase) Option 2 - £23,500 (a £1000 increase) Option 3 - £24,000 (£1500 increase)</p> <p>Clerk talked through the figures as presented. There was a wide ranging discussion, Council was mindful that there was a big increase in this year’s precept and time was spent considering impact on Band D properties.</p> <p>The Council also considered the need to build up a general reserve and would look to include an amount in 2021-22 precept.</p> <p>Council also discussed using grant funding were possible to cover costs and any savings to be put into a reserve.</p> <p>Following discussion, Council proposed Option 2 – a precept of £23,500.00 for 2020-21</p> <p>Proposed: NF Seconded: PW Outcome: All agreed</p> <p>Clerk to submit precept demand form to ERYC</p>	Clerk

19/11/11	To review cemetery fees for 2020	
	<p>Proposed fees have been included in the supporting papers pack, with a comparison to a local parish council and ERYC for information.</p> <p>Fees were last increased on 1st April 2018.</p> <p>The proposal is (applies to full burials and cremation plots):</p> <ul style="list-style-type: none"> • a £20 increase to the exclusive right of burial fee • a £10 increase to the maintenance fee • Removal of digging fee for in-house preparation of cremation plots <p>Headstone fee and burial of ashes to remain unchanged.</p> <p>Compared to other areas, the proposed increases are not excessive and costs are still accessible for our residents, however the parish council do need to be aware that the cemetery is half full and there are 6 cremation plots remaining.</p> <p>The increased fees will apply from 1st April 2020.</p> <p>There were no other comments or questions.</p> <p>Council to increase cemetery fees as outlined.</p> <p>Proposed: DR Seconded: PT Outcome: All agreed</p> <p>Clerk to provide new fees to local funeral directors, stone masons and upload to the parish council website.</p>	Clerk
19/11/12	To agree to extend garden of rest plots in the cemetery	
	<p>As previously mentioned there are 6 plots remaining in the Garden of Rest for cremation burials.</p> <p>Council to agree to extend the garden of rest, to provide new graves in one of two locations:</p> <ul style="list-style-type: none"> • Location one – continue garden of rest in the same line on the other side of the entrance gate – approx. 15 new plots (get one line rather than two) • Location two – in line with the new rose bed – approx. 15 new plots (one line) <p>Council felt it would look nicer if the line was continued on the other side of the entrance gate.</p> <p>Council to agree to extend the garden of rest plots as per location one.</p> <p>Proposed: AB Seconded: DR Outcome: All agreed</p> <p>Clerk to inform parish gardener, who will complete the work.</p>	Clerk

19/11/13	To agree to make a transfer to targeted reserves																			
	<p>As mentioned earlier there is £2792.23 in the current account belonging to the cemetery.</p> <p>Council to consider making a transfer of £1000.00 to the targeted reserve held in the NS&I account. There were no further questions or comments.</p> <p>Council to agree to make a transfer as outlined above.</p> <p>Proposed: DR Seconded: AB Outcome: All agreed.</p> <p>Clerk to complete paper work and write cheque for December payments.</p>	Clerk																		
19/11/14	To consider quote for parish council insurance for 2020																			
	<p>Clerk reported that specialist broker Came & Company, has provided three quotes as follows:</p> <ol style="list-style-type: none"> 1. Pen Underwriting using AXA (our current insurer) £1,338.20 2. Hiscox £1,553.27 3. Ecclesiastical £1,304.83 <p>A cover levels comparison sheet for the three quotes was circulated to all councillors along with the AXA policy schedule that included details of cover provided. Clerk confirmed that updated asset register has been submitted and cover levels have been uplifted.</p> <p>The broker has recommended the AXA policy. This provides the cover that the Council needs. There were no further questions.</p> <p>Council to renew insurance with current provider AXA at a cost of £1338.20.</p> <p>Proposed: PT Seconded: PW Outcome: All agreed</p>																			
19/11/15	To agree payments in accordance with the budget																			
	<p>Payments for November as follows:</p> <p>Payments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Fawcetts Joinery - new noticeboard</td> <td style="text-align: right;">1394.24</td> </tr> <tr> <td>ERYC SLA 1 street lighting</td> <td style="text-align: right;">1700.44</td> </tr> <tr> <td>Business Stream - allotments water bill</td> <td style="text-align: right;">80.65</td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> </tr> <tr> <td>Staff salaries for November (3 part time staff)</td> <td style="text-align: right;">988.27</td> </tr> <tr> <td>R Blackburn - clerks mileage to ERNLLCA conference</td> <td style="text-align: right;">12.60</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Gardeners expenses - wooden rail for fence</td> <td style="text-align: right;">3.29</td> </tr> <tr> <td>Credit card total:</td> <td style="text-align: right;">387.86</td> </tr> </table> <p>Credit card break down of spend:</p> <p>Whites skip hire £245.00 JRB Enterprise - dog bag dispenser £135.54 Post Office - stamps £7.32</p>	Fawcetts Joinery - new noticeboard	1394.24	ERYC SLA 1 street lighting	1700.44	Business Stream - allotments water bill	80.65	Glazik Kershaw - payroll provider	44.40	Staff salaries for November (3 part time staff)	988.27	R Blackburn - clerks mileage to ERNLLCA conference	12.60	HMRC	0.00	Gardeners expenses - wooden rail for fence	3.29	Credit card total:	387.86	
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	Parish council insurance renewal for 2020	1338.20	
		5949.95	
	Receipts		
	Cemetery fees	90.00	
		90.00	
	Proposed: DR		
	Seconded: PW		
	Outcome: All agreed		
19/11/16	Items for January's agenda		
	Put forward more project ideas for community payback		
	Date of next meeting		
	Thursday 30 th January 2020, 7.30pm		
	Meeting closed at: 21.02		