**BURSTWICK PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**MEETING HELD IN THE SCHOOL ON THURSDAY 26th MAY 2016**

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| Present: | Cllr. D Rainforth – Chairman | DR |
| | Cllr. M Armstrong – Vice Chairman | MA |
| | Cllr. A Brown | AB |
| | Cllr. N Fairbank | NF |
| | Cllr. D James | DJ |
| | Cllr. J. Kitchener | JK |
| | Cllr. M Smith | MS |
| | Cllr. J Stamford | JS |

Public: members of the public present

| Minute | Discussion and agreement | Action |
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| **16/05/01** | **To note apologies for absence** | |
| | Cllr. S Mallinson<br>Clerk due to illness | |
| **16/05/02** | **Election of Chairman** | |
| | Nomination for Chairman made by Cllr. Kitchener to put forward Cllr. Rainforth and seconded by Cllr. Brown.<br>Nomination accepted by Cllr. Rainforth.<br>All agreed. | |
| **16/05/03** | **Election of Vice Chairman** | |
| | Nomination of Vice Chairman made by Cllr. Brown to put forward Cllr. Armstrong and seconded by Cllr. James.<br>Nomination accepted by Cllr. Armstrong.<br>All agreed. | |
| **16/05/04** | **Election of Committees** | |
| | The councillors were selected to sit on the committees as follows:<br><br>**Allotments**<br>Cllr. Brown<br>Cllr. Mallinson<br>Cllr. Smith<br>Cllr. Stamford<br><br>**Cemetery**<br>Cllr. Armstrong<br>Cllr. James<br>Cllr. Rainforth<br><br>**Finance / Personnel**<br>Cllr. Armstrong<br>Cllr. Rainforth<br><br>**Planning**<br>Cllr. Armstrong<br>Cllr. Brown<br>Cllr. Fairbank<br>Cllr. Mallinson<br>Cllr. Stamford<br><br>**Playing Field**<br>Cllr. Brown<br>Cllr. James<br><br>**Village Hall management committee**<br>Cllr. Armstrong<br>Cllr. Fairbank<br>Cllr. James<br>Cllr. Kitchener | |

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| **16/05/05** | **Councillors to declare their interests in matters to be discussed** | |
| | **Pecuniary**<br>None declared<br><br>**Non Pecuniary**<br>Cllr. Armstrong – Burton Pidsea Wind Farm Fund and Village Hall<br>Cllr. Brown - Allotments<br>Cllr. Fairbank – Village Hall<br>Cllr. James – Village Hall<br>Cllr. Kitchener – Allotments<br>Cllr. Rainforth – Burton Pidsea Wind Farm Fund<br>Cllr. Stamford – Allotments | |
| **16/05/06** | **Members of the public are invited to address the council** | |
| | • A resident asked questions about the festive field benches and an explanation was given to background to the work and where benches and landscaping work is to be located. The parish council also confirmed that no play equipment was being installed.<br><br>• There was an update from the flood wardens – new chair is Steve Moore and vice chair Paul Rimmer and they have four new wardens. One of the flood pumps isn't turning on at the moment. Hydrostal to look at the pump for £480 and carryout a service. Just waiting to confirm a date. | |
| **16/05/07** | **To confirm the minutes of the annual parish meeting held on 28th April 2016** | |
| | Signed as a correct record<br>Proposed: NF<br>Seconded: MS | |
| **16/05/08** | **To confirm the minutes of the meeting held on 28th April 2016** | |
| | Signed as a correct record<br>Proposed: DJ<br>Seconded: MA | |
| **16/05/09** | **To receive the clerk's report** | |
| | An update on decisions taken at Aprils meeting that are not on the agenda:<br><br>The annual return has been sent to the external auditors in London. The dates for the exercise of public rights – where the public can inspect the parish council accounts runs from Monday 6th June till Friday 15th July. A notice and copies of sections 1 and 2 of the annual return will be displayed in the notice board during that period.<br><br>In conjunction with this the parish council will comply with the transparency code for smaller authorities and documents relating to financial year 2015-16 will be posted on our website.<br><br>Repairs and new kit for the play area is on order and hopefully Playdale will be on site mid-June. The school is being kept informed.<br><br>Festive Field – locations of benches have been agreed and work will start soon to install them. Tony Cook to provide a drawing and costings of the landscaping works for council to agree at next meeting. | |

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| | Clerk is currently reviewing the parish council risk assessment and will be presenting this to council for approval in June.<br>Parish Council now has a functioning credit card with the correct name and address, banking statements have now finally got the correct name and address on them.<br><br>First newsletter has been distributed – there have been good, positive comments from community.<br><br>Second defibrillator ordered.<br><br>Public Spaces Protection Orders – for the areas we identified there is a form that needs to be completed which asks for more detailed info i.e. who owns the land and what kind of incidents have been taking place. I will send an email round for any info to help complete the form.<br><br>Litter bin for Newbridge Road - awaiting confirmation of location, bin to be fitted soon after.<br><br>Clerk has completed the Introduction to Local Council Administration training course, the next step is to register for CiLCA – which is the professional qualification for clerks. It costs £250 to register and involves building a portfolio of written work. | |
| **16/05/10** | **To note correspondence received** | |
| | **Police Report**<br>16/04 Sexual offence – Beech Close<br>25/04 Non dwelling burglary – Churchill Rise<br>25/04 Theft from motor vehicle – Pinfold Lane<br>25/04 Non dwelling burglary – Skeckling Close<br>26/04 Non dwelling burglary – Main Street<br>27/04 Theft from motor vehicle – Churchill Avenue<br>28/04 Non dwelling burglary – Beech Close | |
| | **Burstwick Parish Council emails**<br>*Emails sent to the Parish Council are forwarded to all the Parish Councillors*<br>12/16 Consultation on draft open space supplementary planning document<br>13/16 ERNLLCA April newsletter<br>14/16 Crime statistics for April<br>15/16 Street Beat – Town and Parish News release from Humberside Police<br>16/16 East Riding and Hull Joint Minerals Local Plan revised preferred approach consultation<br>17/16 Meeting notes regarding Hedon / Preston by-pass<br>18/16 Meeting notes from Public Transport Working Group<br>19/16 ERNLLCA May newsletter | |
| | **Letters received**<br>None this month. | |
| **16/05/11** | **To consider planning applications received** | |
| | **Applications to consider**<br><br>16/01196/PLF Two storey extension to side, 14 Elm Tree Farm Road<br><br>Comment: No objections.<br><br>Proposed: AB<br>Seconded: MS | |

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| | 16/01306/PLF Two storey extension to side and single storey extension to rear, 18 Elm Tree Farm Road<br><br>Comment: It was observed that there is no dropped kerb for new parking space which is on a corner.<br><br>Proposed: DJ<br>Seconded: MA<br><br>Clerk to log comments on East Riding of Yorkshire Council's public access system | Clerk |
| | **Planning Decisions to note**<br>None this month. | |
| | **Appeal Decisions to note**<br>None this month. | |
| **16/05/12** | **To discuss and note regular business and action plan for 2016-17** | |
| | The documents were discussed and noted. | |
| **16/05/13** | **To discuss and agree quotes for Church Lane re-surfacing** | |
| | As there were not three quotes to discuss, it was agreed to defer this item to the June meeting.<br><br>Proposed: AB<br>Seconded: MS | |
| **16/05/14** | **To discuss and agree access arrangements for Festive Field** | |
| | There have a been a number of resident enquiries and residents have been observed using the space<br><br>Following discussion the parish council agreed:<br>• that the open space isn't just for events it's also green open space for villagers to use<br>• a gate is needed for access (sprung gate with latch)<br>• ~~dogs to be banned~~ (this was not agreed DR / RB)<br><br>May also need to consider possible lighting by the hall and bins.<br><br>To look at the conditions set by commuted sums before proceeding further. To discuss further at next month's meeting.<br><br>Proposed: DJ<br>Seconded: JS | Clerk |
| **16/05/15** | **To discuss and agree action needed from recent allotment inspection** | |
| | AB gave feedback from the recent allotment inspection which took place on 16th May. It was a pleasure to see so much effort and hard work by the vast majority of allotment holders.<br><br>Would it be possible to have some large composting bins and a brown bin – would the council collect? Clerk to investigate. | Clerk |

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| **16/05/16** | **To agree grant terms and conditions for new noticeboard** | |
| | The parish council has been awarded £1124 grant from the Burton Pidsea Windfarm Fund to purchase a new notice board. The parish council will have to contribute £324.50 as part of the conditions.<br><br>Proposed: NF<br>Seconded: DJ<br>(MA and DR took no part in the discussions) | |
| **16/05/17** | **To discuss and agree S137 spend towards bouncy castle for summer event** | |
| | The summer gala is on 6th August, DJ proposed that the parish council agree to spend £90 towards the costs of the bouncy castle for the event.<br><br>Proposed: MS<br>Seconded: MA<br>All agreed.<br><br>Clerk to check with insurers re: holding events on the land. | Clerk |
| **16/05/18** | **To note internal auditors report for the financial year ending 31 March 2016** | |
| | Matter arising – The council should receive monitoring information on a regular basis (clerk has started to do this and will provide an update at each quarter).<br><br>Summary – the accounts of the council continue to be well maintained and no other significant matters arose from the audit that need to be drawn to the attention of the council at this time.<br><br>The internal auditor has no relationship, financial or otherwise with any member or officer of the council and the audit has been carried out with integrity, objectivity and independence. | |
| **16/05/19** | **Approve Accounts for Payment** | |
| | Approve the schedule of payments for May as follows:<br><br>Wel Medical - defib 1658.10<br>FG Adamson - sit on mower service 214.99<br>ERYC - dog fouling postcards 12.00<br>HMRC 31.60<br>Gardeners expenses: Petrol 20.00<br>R Blackbourn expenses: postage 3.34<br>Payroll 42.00<br><br>**Receipts**<br>Allotment rents 20.00<br>VAT return 1551.36<br><br>Proposed: AB<br>Seconded: MS | |
| **16/05/20** | **Councillors updates/questions/items for next month's agenda** | |
| | • AB reported that the public transport working group is looking at a bus coming through the village by EYMS | |

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| | • AB gave an update on the Hedon by-pass (runs north / south on the eastern side of Hedon), an objection was lodged due to concerns it would increase number of HGV's coming through Burstwick<br><br>MA reported on a number of issues raised at the pop-in as follows:<br><br>• The dangerous state of Stutts Cottage on the corner of Main St and Newbridge Rd. Pieces are falling off it onto the pavement which goes round it on 2 sides. This is an old problem but getting worse with no real progress made by ERYC.<br><br>• Lads seen on school roof ... again! Could names be put into the new post-box to pass onto school / police?<br><br>• The state of some pavements, particularly down Back Lane, Burnham Ave, Sharp Ave and Raines Close. The concrete slabs are now quite old and very uneven in places. Many residents in this estate of bungalows are now elderly and at least one has been injured by tripping over.<br><br>• The pavement between the Hare and Hounds and Valley Forge cottage (opposite Station Rd) falls away into people's gardens leaving a sharp edge. Whose responsibility is it to fill up the gap as these are local authority houses?<br><br>• Speeding through the village, particularly large vehicles.<br><br>• Children are playing on the gas box in Raines Close and they are concerned by the potential danger. Can a notice be put on it?<br><br>• They were very impressed with the newsletter and may put an article in the next one. | |
| | **Date of next meeting**<br>Thursday 30th June, 7.30pm at Burstwick Primary School | |
| | **Meeting closed at 9.30pm** | |