

BURSTWICK PARISH COUNCIL

Parish Clerk: Mrs R Blackburn

Tel No: 01964 670887

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To members of the Council

You are hereby summoned to attend a meeting of Burstwick Parish Council held via Zoom video conference on Thursday 26th November 2020 at 7.30pm to transact the following business.

Rose Blackburn Parish Clerk Issued on: 20.11.2020

AGENDA

- 2020/11/01 To note apologies for absence
- 2020/11/02 Councillors to disclose their interests in matters to be discussed
- 2020/11/03 Members of the public are invited to address the council
- 2020/11/04 To confirm the minutes of the meeting held on 22nd October 2020
- 2020/11/05 To receive the clerks report and councillor updates
- 2020/11/06 To note correspondence received
- 2020/11/07 To consider planning applications received and note planning decisions
- 2020/11/08 To discuss road safety in the village and receive any updates on action taken
- 2020/11/09 To agree annual insurance premium for 2021
- 2020/11/10 To agree the parish council's operational budget for 2021-22
- 2020/11/11 To agree to use cemetery budget to part fund parish gardeners' wage in 2021-22
- 2020/11/12 To agree parish council precept for 2021-22
- 2020/11/13 To review cemetery fees for 2021
- 2020/11/14 To consider a one-year maintenance proposal for parish council website
- 2020/11/15 To agree to survey allotment tenants on future administration of the plots
- 2020/11/16 To discuss recent complaints about Church Lane
- 2020/11/17 To agree cost of training courses for parish clerk

2020/11/18 To approve the absence of councillors unable to attend parish council meetings via zoom for a period of six months

2020/11/19 To agree payments in accordance with the budget

2020/11/20 Items for January's agenda

The next meeting of Burstwick Parish Council is on Thursday 28th January 2021 at 7.30pm on Zoom

2020/11/05 To receive the clerks report and councillor updates

Clerks update:

- T. Cook and Son (Farmers) Ltd are booked in to clear the drain at the end of Festive Field, there may be a wait until drier conditions, so the vehicles don't churn up the grass too much.
- The allotments were inspected on Wednesday 4th November, the vast majority of plots were in a good condition, seven plots will be monitored during the Spring inspection.
- Plots 22 A, B and C are now let to new tenants.
- ERYC have installed new gates at the play area, for two reasons; one to keep school children safe during the school day and secondly to prevent motorbikes accessing the site. The council is aware of concerns about how accessible the new gate is especially for people with prams. The clerk has asked ERYC to confirm that the gate meets current guidelines.
- Clerk has confirmed to ERYC to fit two additional LED bulbs when work starts on the bulk lamp maintenance in the Burnham Avenue area. Clerk has been advised that due to the impact of Covid this work is delayed slightly.
- Following the decision at the October meeting to proceed with community speed watch, Clerk has been in contact with PC Wayne Goodwin to discuss arranging the training session. Again, due to current Covid restrictions, all training has been suspended.
- The council recently received a letter from the East Riding Food Poverty Alliance asking if we could help by storing ten emergency food boxes. Following discussion with village hall clerk, we have agreed to help. Andy James, Cllr. Dean James and I will be contacts for the Food Bank, who will refer local people in need.
- Clerk has received the report from Alan Johnson, following the six-month internal audit. This report has been circulated to all councillors. It concludes *'on the basis of the work carried out I remain satisfied that the accounts and records of the council continue to be well maintained. There are no other matters arising from audit and there are no areas of concern to which the attention of the council need be drawn at this time.'*
- You may have heard that Gordon Thurston from Hedon Town council passed away from Covid-19 last week. Gordon would attend our meetings when he could, to see what we were up to; the Clerk had known Gordon for a number of years, through previous roles with ERYC. On behalf of the parish council, the Clerk has passed our condolences to Hedon Town Council and his family.

2020/11/06 To note correspondence received

Emails

50/20-21 ERYC Code of Conduct training

51/20-21 ERNLLCA AGM 26th November 2020

52/20-21 ERYC Emergency Planning Tier 2 announcement

53/20-21 ERYC Community response hub – update and plan for next period

54/20-21 ERYC Positive Activity Grants (PAG) 2021

55/20-21 ERYC Road closure notice A1033 Ottringham to Patrington 16th November to 11th December 2020

56/20-21 ERYC Covid-19 update

57/20-21 ERYC Forward Planning – consultation on Alamein Barracks draft masterplan closes Friday 8th January 2021

58/20-21 Humberside Police Street Beat Town and Parish Council newsletter for October

59/20-21 AJACS 6 month internal audit report for 2020-21

60/20-21 ERYC Community hub Covid-19 support

61/20-21 ERNLLCA – finance training for councillors

62/20-21 ERYC Proposed road safety scheme on B1362 between Burstwick and Halsham

Letters

3/11/20 East Riding Food Poverty Alliance

2020/11/07 To consider planning applications received and note planning decisions

AMENDED PLANS – 20/03066/PLF erection of 4 dwellings with associated access, parking and infrastructure as a rural exception site for affordable housing, land west of 47 Back Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/03066/PLF>

The amendment is to do with drainage from the mini sewerage treatment plant that will deal with the waste water from all 4 properties, instead of it going into a ditch in the adjacent field, the proposal is for a pipe to be laid so that it can drain into Skeckling Drain.

20/01576/PLF Erection of a Service Station building incorporating a convenience store (with sale of alcohol), café and associated parking following demolition of existing building. Burstwick Service Station, Ellifoot Lane, Burstwick

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/20/01576/PLF>

2020/11/08 To discuss road safety in the village and receive any updates on action taken

PC Wayne Goodwin was contacted to arrange training for the six volunteers, but due to the second lockdown, all training has been put on hold.

2020/11/09 To agree annual insurance premium for 2021

Brokers Came and Company have provided three quotes as follows:

1. Pen Underwriting (Axa) our current insurer £1480.69
2. Ecclesiastical £1810.70
3. Hiscox £1968.40

The brokers are recommending we use Pen Underwriting and are also offering the option of a 3-year long term agreement for the same amount each year.

Summary of cover for info:

Area of Cover		Sums Insured/Limits		
		Pen Underwriting Limited via Axa	Hiscox	Ecclesiastical
Public Liability		£10,000,000	£10,000,000	£10,000,000
Including	Hirers Liability	£5,000,000	£5,000,000	£2,000,000
	Libel & Slander	£500,000	£500,000	£250,000
	Motor No claims Excess & Bonus	£250 each	£250 each	n/a
Employers' Liability		£10,000,000	£10,000,000	£10,000,000
Officials & Trustees Liability		£500,000	£500,000	£500,000
Employee Dishonesty		£150,000	£150,000	£150,000
Legal Expenses		£500,000	£100,000	£250,000
Personal Accident		£100,000/£500pw	£100,000/£500pw	£50,000/£250pw
Property Damage				
Including	Defibrillators & Cabinets	£5,000	£5,000	£5,000
Business Interruption				
Including	Loss of Revenue	£10,000	£10,000	£10,000
	Increased Cost of Working	£10,000	£10,000	£10,000
	Key Person Cover	£250pw up to max £2,500 pa	£250pw up to max £2,500 pa	£400pw up to 26 weeks
Contents (away from premises)		£5,000	£5,000	£5,000
Money		£2,500	£1,000	£1,000
Internet & Email		£500,000	£50,000	n/a
Crisis Management		£500,000	£25,000	n/a

2020/11/10 To agree the parish council's operational budget for 2021-22

Area	Budget
Village maintenance Grass cutting in cemetery, allotments, Festive Field Plants Flood pump service Defibrillators Streetlights Servicing of equipment New litter bin / LED bulbs for streetlights General repairs Contingency	£7130.00
Allotments Water bills Maintenance	£650.00
Play area Grass cutting Repairs Annual safety inspection	£3080.00
Parish Projects Best Kept Allotments Community events War memorial landscaping (grant funded) Roll of Honour board	£1610.00
General Admin Insurance Training Website Stationary Payroll ERNLLCA membership fees Audit fees Contingency	£6205.00
Salaries (gross) Three part time members of staff: Parish Clerk Village Hall Clerk Parish Gardener Home as office allowance (HMRC rate) 2 staff	£12,900.00
	£408.00
Total operating budget	£31,983.00

2020/11/11 To agree to use cemetery budget to part fund parish gardeners' wage in 2021-22

Last year the council agreed to a virement of £500 from the cemetery budget to the salary budget to part cover the gardeners wage in 2020-21, as a considerable amount of time is spent maintaining the cemetery.

This year so far, approx. 46 hours have been spent maintaining the cemetery.

Clerk is seeking permission to repeat this virement of £500 for the 2021-22 financial year.

As of 31st October, there is £2753.03 in the cemetery budget.

2020/11/13 To review cemetery fees for 2021

Cemetery fees charged from 1st April 2020:

Burial fees	
Purchase of exclusive right of burial in a single grave	£170.00
Purchase of exclusive right of burial in a double grave	£220.00
Administration / Maintenance fee	£160.00
Burial of child under 18	Free
Burial of ashes in existing grave	£100.00
Headstone fee	£60.00

Cremation fees	
Purchase of exclusive right of burial in a single grave	£110.00
Purchase of exclusive right of burial in a double grave	£170.00
Administration / Maintenance fee	£100.00
Burial of a child under 18	Free
Small Vase	£40.00
Small headstone	£50.00

Administration fees	
To provide a copy of Exclusive Right of Burial Deed if original is lost	£25.00

Double fees apply for non-residents.

Burstwick Parish Council retain the right to review and amend these charges at any time.

2020/11/14 To agree one-year maintenance proposal for parish council website



November 2020

Burstwick Parish Council Quarterly Maintenance and Backup Package

Here is my proposal to provide a quarterly maintenance and backups service for the WordPress website used by Burstwick Parish Council.

Maintenance and Backup Service

My Maintenance and Backup Service includes the following:

1. Quarterly back-ups of the website content and database;
2. Download a copy of the backups to an offline location;
3. Recovery of the files and database in the event of a serious failure. I will need your FTP account details to do this;
4. Ensure all Third Party software (plugins, themes etc.) are maintained to the latest version as they become available;
5. Deal with any issues relating to your hosting provider. I will need access to your cPanel to do this.

Cost of this Service based on 1.5 hours per quarter: **£120 per annum**

Content Updates, changes or re-design

Should you require changes to your website I also offer an update service covering:

- the redesign of the layout
- the addition of extra pages
- the addition of new content or new functionality

Any such requests for changes will be charged at £25 per hour with a minimum charge of £50 per change (i.e. 2 hours work). Each request will be treated individually and I will provide a fixed price proposal for the additional work or new pages based on the requirement as outlined at the time.

2020/11/15 To agree to survey allotment tenants on future administration of the plots

Following on from recent discussions with allotment tenant Barry, the best way forward is to do a survey of all tenants.

Clerk has drafted up the following survey, it will be sent to those tenants who have an email address as a google form to fill in, for those without an email a paper copy will be posted.

Future administration and maintenance of Burstwick Allotments

Dear allotment tenant

Over this year there have been enquiries made to the council about setting up a local association to run the allotments.

This short survey is your opportunity to give your views on four options for the future running of the allotments.

Please return your survey by Monday 13th January 2020

Name: _____

Plot: _____

Please tick your preferred option (only tick one box)

1. The parish council continues to provide administration and maintenance of the allotments with an allotment committee made up of parish councillors only.
2. The parish council continues to provide administration and maintenance of the allotments with an allotment committee made up of parish councillors and two allotment tenants.
3. An allotment association is set up for social and communication purposes and nominates two allotment holders to join the parish council allotments committee. The parish council will continue to provide the administration and maintenance of the allotments.

If you have ticked this option would you be willing to join the association committee?

Yes / No

4. An allotment association is set up to take over the full administration and maintenance of the allotments. The council will no longer run the allotments

If you have ticked this option, would you be willing to join the associations committee?

Yes / No

2020/11/16 To discuss recent complaints about Church Lane

2020/11/17 To agree cost of training courses for parish clerk

The Clerk is booked on to an ERNLLCA course in December - VAT for local councils at a cost of £20.00 plus VAT - £24.00 in total

Also during Clerks annual appraisal, training around the administration of the cemetery was identified, specifically around the legal process of transferring grave deeds.

The Institute of Cemetery and Crematorium Management (ICCM) have two courses that the Clerk would like to attend:

1. Cemetery Management and Compliance
2. Granting, Exercising and Transferring Exclusive Rights of Burial

Both courses are being run remotely and cost £185.00 plus VAT.

2020/11/18 To approve the absence of councillors unable to attend parish council meetings via zoom for a period of six months

2020/11/19 To agree payments in accordance with the budget

Accounts as at Friday 20th November 2020

November 2020 Accounts

Payments

Description	Amount	VAT
ERNLLCA VAT training for parish clerk	24.00	4.00
ERYC Street lights SLA	1,648.37	274.73
Alan Johnson 6 month internal audit fee	95.00	
Annual insurance premium - Came and Company TBA	1,480.69	
Glazik Kershaw - payroll provider	44.40	7.40
HMRC - tax	TBC	
Staff salaries for November (provisional)	881.41	
Gardeners expenses:	TBC	
Credit card:	252.21	
Zoom subscription £14.39		
JRB Ltd - dog poo bags £37.50		6.25
Cartridge people - black toner for HP printer £33.90		5.65

Burstwick Parish Council
Supporting papers for parish council meeting 26th November 2020

Post Office 2nd class stamps x 12 £7.80		
Images Framing - freedom scroll £40.00		
Welmedical - defib pads x 3 £118.62		19.77
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	4,426.08	
Receipts		
Cemetery fees		
	<hr/>	
	220.00	
	<hr/>	
	220.00	

2020/11/20 Items for January's agenda