

BURSTWICK PARISH COUNCIL

MEETING HELD ON ZOOM

THURSDAY 26th NOVEMBER 2020

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

Public: 1

Minute	Discussion and agreement	Action
20/11/01	To note apologies for absence	
	None	
20/11/02	Councillors to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: Cllr. A Brown – allotments Cllr. Cripsey – none disclosed Cllr. N Fairbank – none disclosed Cllr. S Gould – allotments, cemetery and play area Cllr. D James – cemetery Cllr. D Rainforth – cemetery Cllr. P Tong – allotments Cllr. P Waddingham – none disclosed Cllr. S Whiting – play area, finance	
20/11/03	Members of the public are invited to address the council	
	A member of the public raised the issue of road safety in the village. They feel its not getting better, but worse. There are more people walking in the road way due to social distancing, there seems to have been an increase in HGVs coming through the village and drivers are not driving to the conditions. Cllr. James said that this discussion could continue as part of agenda item 8.	

20/11/04	To confirm the minutes of the meeting held on 22nd October 2020	
	Signed as a correct record. Proposed: DR Seconded: AB Outcome: All agreed	
20/11/05	To receive the clerks report and councillors' updates	
	<p>Clerks update:</p> <ul style="list-style-type: none"> • 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, most 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 the council 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 the parish clerk 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 <i>'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.'</i> • Councillors may have heard the sad news that Gordon Thurston from Hedon Town Council passed away from Covid-19 on Tuesday 10th November. 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. <p>Councillors:</p> <ul style="list-style-type: none"> • Cllr. Cripsey reported that garden waste was about to spill onto the path at Woolam Hill that leads to the school. Cllr. James suggested logging it on the ERYC website. This was an issue a couple of years ago, Clerk to check if a letter was sent to the resident. 	MC Clerk

	<ul style="list-style-type: none"> • Cllr. Fairbank reported that dog fouling is bad in the village at the moment. • Cllr. Gould reported that the hedge at the amenity area between Elm Avenue and Beech Close has been cut, but all the hedge cuttings have just been left on the ground. Cllr. James suggested again to log this on the ERYC website. • Cllr. Waddingham has done some research about Skeckling Drain and who is responsible and will share this with the Clerk. Also, there is a new round of investment for local football and will share more information on this when its available. • Cllr. Whiting reported that the cars for sale outside MM Band Services and now being parked in the car park rather than the verge. 	
20/11/06	To note correspondence received	
	<p>Police Report Residential Burglary reports – (1 investigation) personal medication stolen from kitchen via entry through an insecure rear door between 12pm and 5:45pm 19/10/20 on Beech Close, Burstwick</p>	
	<p>Burstwick Parish Council emails <i>Emails sent to the Parish Council are forwarded to all the Parish Councillors</i> 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 63/2021 ERNLLCA newsletter 64/20-21 ERYC Members briefing – Town and Parish Councils information on COVID-19 support 65/20-21 Hull and East Riding Joint Local Access Forum Annual Report 2019-20</p>	
	<p>Letters received 3/11/20 East Riding Food Poverty Alliance</p>	
20/11/07	To consider planning applications received	
	<p>Planning applications: <u>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</u></p> <p>The amendment is to do with drainage from the mini sewerage treatment plant that will deal with the wate 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.</p>	

	<p>The parish council objected to this application at the October meeting. The council considered the amended plans.</p> <p>It was proposed to continue to object to this application on the grounds as set out in the October meeting and logged on public access on 23rd October 2020.</p> <p>Proposed: NF Seconded: DR Outcome: Agreed (Cllr. Whiting abstained)</p> <p><u>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</u></p> <p>The council considered the plans. It was felt to be a positive development and that there are lots of businesses locally that would use it.</p> <p>It was proposed to log no objections to this application.</p> <p>Proposed: NF Seconded: SG Outcome: All agreed</p> <p><u>20/02833/PLF Erection of single storey extension to rear (AMENDED SCHEME) 2 Poplar Close, Burstwick</u></p> <p>The council considered the plans.</p> <p>It was proposed to log no objections to this application.</p> <p>Proposed: AB Seconded: DR Outcome: All agreed</p> <p>Clerk to log comments on the ERYC public access website.</p>	Clerk
	<p>Planning Decisions to note: None</p>	
	<p>Appeal Decisions to note: None</p>	
<p>20/11/08</p>	<p>To discuss road safety in the village and receive any updates on action taken</p>	
	<p>Community Speed watch update PC Wayne Goodwin has been contacted to arrange training for the six volunteers, but due to the second lockdown, all training has been put on hold.</p> <p>Other issues Cllr. Waddingham opened the discussion and said the email response back from ERYC after the March site meeting wasn't good enough and the parish council should respond back. Cllr. Waddingham spoke about issues since the last meeting that included:</p> <ul style="list-style-type: none"> • Receiving verbal abuse from an HGV driver, when signalled to slow down 	

- There seems to be an excess of HGVs coming through the village especially at school opening and closing times adding to the risk of children and parents using the narrow footpaths at that time
- Worn road surface at pedestrian crossing
- Cars coming too fast round the bend

He feels it's a toxic mix and is keeping a log of incidents.

Cllr. James opened the discussion to the member of the public, they said they've lived in the village along time but have become more concerned with road safety in recent years. They are aware of and witnessed numerous incidents that have taken place on Main Street before, on and after the bend at the school.

It was felt that the parish council is going over old ground, many of these points had been covered in Cllr. Whiting report. The council also felt that it has done so much work on this issue on its own and now its time to get the village and residents more involved.

Cllr. Waddingham reported that there are 50 people interested in this issue via social media. He felt the council has a duty to report formal concerns about this issue, so that when another accident happens the parish council has a clear conscious that it has been raised with ERYC.

Cllr. James summarised the next steps to addressing this issue, as follows:

- Interested residents/parents to be encouraged to start a petition to ERYC
- The parish council will enquire about a further ATC survey in the village to provide up-to-date statistics
- The parish council will respond to the email that was received in March from ERYC to include questions about:
 - a. Road surface
 - b. Number of HGVs and the time they pass through the village
 - c. Village is a designated lorry route but there is no protection for the school
 - d. To request ERYC score for Burstwick against the 2019 ERYC Traffic Calming Policy
- Cllr. Whiting to take photos of road surface to be included in the letter

PW

DJ

Clerk/
Cllrs

SW

Feedback on the above list to take place at the January meeting.

ERYC proposed road safety scheme - B1362 Burstwick to Halsham

The proposal is to make this stretch of road 50mph, but there are suggestions to reduce it to 40mph from the village to past the tight bend to include Burstwick Golf Club.

Councillors questioned how funding could be found for this, when the village is crying out for road safety intervention.

Council is aware that there has been a large in increase in membership at the golf club and most days the car park is full. Reducing the limit to 40mph would make the entrance safer and reduce the speed of vehicles as they approach the tight bend after Greens Lane junction.

Council to support 50mph but requests the stretch of road from the 30mph signs on Ellifoot Lane to past the tight bend after Greens Lane junction be reduced to 40mph.

	<p>Proposed: PW Seconded: AB Outcome: Agreed (Cllr. Whiting abstained)</p> <p>Clerk to write to ERYC.</p>	Clerk
20/11/09	To agree annual insurance premium for 2021	
	<p>Insurance brokers Came and Company have provided three quotes as follows:</p> <ol style="list-style-type: none"> 1. Pen Underwriting (Axa) our current insurer £1480.69 2. Ecclesiastical £1810.70 3. Hiscox £1968.40 <p>The brokers are recommending the council use Pen Underwriting and are also offering the option of a 3-year long term agreement for the same amount each year.</p> <p>Council considered the options and felt that the quote provided by Pen Underwriting offered better cover at a lower price.</p> <p>It was proposed the council renew its insurance with Pen Underwriting at a cost of £1480.69</p> <p>Proposed: SW Seconded: DR Outcome: All agreed</p> <p>The council also considered the option of a three-year long-term agreement. Cllr. James called a vote.</p> <p>Those in favour of yearly renewal – 9 Those in favour of entering a three-year long-term agreement – 0</p> <p>Motion carried – the council will renew for one year.</p> <p>Clerk to send paperwork and make payment to the broker.</p>	Clerk
20/11/10	To agree the parish council's operational budget for 2021-22	
	<p>RFO has circulated budget documents – no comments or additions have been received.</p> <p>The document circulated showed the councils operating budget for 2021-22 to be £31,983.00.</p> <p>There were no further questions.</p> <p>Council to agree an operating budget of £31,983 for 2021-22 financial year.</p> <p>Proposed: AB Seconded: PT Outcome: All agreed</p> <p>Clerk will upload a summary of the budget to the website in the new year.</p>	Clerk

20/11/11	To agree to use cemetery budget to part fund parish gardeners' wage in 2021-22	
	<p>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.</p> <p>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.</p> <p>As of 31st October, there was £2753.03 in the cemetery budget.</p> <p>There were no further questions.</p> <p>Council to agree a £500 virement from the cemetery budget to the salary budget in 2021-22 financial year. Clerk will make the virement on 1st April 2021.</p> <p>Proposed: SW Seconded: SG Outcome: All agreed</p>	
20/11/12	To agree parish council precept for 2021-22	
	<p>The RFO has produced three options for the council to consider as follows:</p> <p>Option 1: £500 increase taking precept to £24,000 Option 2: No increase, precept stays at £23,500 Option 3: £500 decrease taking precept to £23,000</p> <p>The council is aware of the economic situation due to the impact of Covid-19 and feel that not increasing the precept is the right thing to do.</p> <p>RFO explained that as the ERYC band D tax base was slightly lower for next year, this meant that although the parish council is not increasing the precept there will still be a small increase in the amount taken from residents. Band D will increase by £1.01 to £39.74 for the year.</p> <p>Council to agree to keep precept at £23,500 for 2021-22 financial year.</p> <p>Proposed: DR Seconded: NF Outcome: All agreed</p> <p>Clerk to send paperwork to ERYC.</p>	Clerk
20/11/13	To review cemetery fees for 2021	
	<p>Current cemetery fees have been circulated to all councillors, council agreed to increase cemetery fees last year, with increase taking affect from 1st April 2020. Clerk stated it is good practice to review fees each year.</p> <p>Council reviewed the fees and it was proposed to keep fees as they are for 2021-22 financial year. To review again in 2021.</p> <p>Proposed: SG Seconded: PT Outcome: All agreed</p>	

20/11/14	To agree one-year maintenance proposal for parish council website	
	<p>Although the Clerk is confident at uploading information, keeping the website up-to-date and creating new pages, there are various technical aspects to the website that need updating and maintenance.</p> <p>Jupiter Web Solutions has quoted £120 per annum for a quarterly maintenance package.</p> <p>There were no further questions.</p> <p>It was proposed for council to agree the one-year maintenance proposal at £120.</p> <p>Proposed: AB Seconded: SW Outcome: All agreed</p> <p>Clerk to contact Jupiter Web Solutions.</p>	Clerk
20/11/15	To agree to survey allotment tenants on future administration of the plots	
	<p>This year there have been enquiries about allotment tenants taking more control of the allotments. The Clerk has put together a survey.</p> <p>The survey has four options as follows, tenants will be asked to choose one option.</p> <ol style="list-style-type: none"> 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. <p>If you have ticked this option would you be willing to join the association committee? Yes / No</p> <ol style="list-style-type: none"> 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 <p>If you have ticked this option, would you be willing to join the association committee? Yes / No</p> <p>A Google form has been set up for those tenants with an email address, but those without one will need a paper copy. Clerk asked if councillors would volunteer to deliver, however due to concerns about Covid-19, Clerk suggested putting the rest in the post.</p> <p>There were no further questions.</p> <p>Council to agree to survey the allotment tenants as outlined.</p> <p>Proposed: DR</p>	

	<p>Seconded: PW Outcome: Agreed (Cllr. Brown abstained)</p> <p>Clerk to email and post out survey to the allotment tenants.</p>	Clerk
20/11/16	To discuss recent complaints about Church Lane	
	<p>The parish council has received 17 emails between 18th September and 4th November from one complainant on Elm Avenue about access to Church Lane being blocked by parked cars.</p> <p>The parish council has issued two formal responses to the complainant on 1st October and 22nd October, both state that the parish council has no powers to deal with cars blocking Church Lane.</p> <p>The tone of the emails is aggressive and threatening and in one potentially libellous.</p> <p>In line with the parish councils' complaints policy this could be classed as an unreasonable and vexatious complaint due to the amount of emails received, the subject matter and the tone of the emails.</p> <p>The complainant was made aware that the council was discussing this issue and has been invited to previous meetings, but this was declined due to lack of access to Zoom.</p> <p>It was felt that as the council has made two responses to resolve the complaint, there is nothing else the council can do.</p> <p>The council has not received complaints from anyone else who use Church Lane i.e. parish gardener, stone masons or the grave digger.</p> <p>In line with the council's complaints policy it was proposed for the council to no longer engage in correspondence with the complainant on this issue.</p> <p>Proposed: NF Seconded: AB Outcome: All agreed</p>	
20/11/17	To agree cost of training courses for parish clerk	
	<p>Council to agree for clerk to attend the ERNLLCA VAT training on 15th December at a cost of £20 plus VAT, total £24.00</p> <p>Proposed: DR Seconded: SW Outcome: All agreed</p> <p>Also, during Clerks annual appraisal, training around the administration of the cemetery was identified, specifically around the legal process of transferring grave deeds.</p> <p>The Institute of Cemetery and Crematorium Management (ICCM) have two courses that the Clerk would like to attend:</p> <ol style="list-style-type: none"> 1. Cemetery Management and Compliance 2. Granting, Exercising and Transferring Exclusive Rights of Burial <p>Both courses are being run remotely and cost £185.00 plus VAT each.</p>	

	<p>Clerk acknowledged that this is large amount of money and said if the council would agree for one course, the first one would be better as it covers all aspects and includes a section on transferring grave deeds. In ordinary times the courses are delivered from either regional offices or London, which would incur additional travel costs.</p> <p>The Clerk asked if the fee could come out of the cemetery budget as it is specific training to that area of the parish councils' duties.</p> <p>The council felt that as the courses are being run remotely, then it was a good opportunity to do both.</p> <p>It was proposed for the clerk to attend both courses at £185 each plus VAT to be charged to the cemetery budget.</p> <p>Proposed: DR Seconded: SG Outcome: All agreed</p> <p>Clerk to book on to the two courses.</p>	Clerk																																																																								
20/11/18	To approve the absence of councillors unable to attend parish council meetings via zoom for a period of six months																																																																									
	As the councillor affected attended the meeting, this agenda item was no longer needed.																																																																									
20/11/19	To agree payments in accordance with the budget																																																																									
	<p>Approve the schedule of payments for November as follows:</p> <p>November 2020 Accounts</p> <p>Payments</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">VAT</th> </tr> </thead> <tbody> <tr> <td>ERNLLCA VAT training for parish clerk</td> <td style="text-align: right;">24.00</td> <td style="text-align: right;">4.00</td> </tr> <tr> <td>ERYC Street lights SLA</td> <td style="text-align: right;">1,648.37</td> <td style="text-align: right;">274.73</td> </tr> <tr> <td>Alan Johnson 6-month internal audit fee</td> <td style="text-align: right;">95.00</td> <td></td> </tr> <tr> <td>Business Stream - allotments water bill</td> <td style="text-align: right;">178.57</td> <td></td> </tr> <tr> <td>Annual insurance premium - Came and Company</td> <td style="text-align: right;">1,480.69</td> <td></td> </tr> <tr> <td>Glazik Kershaw - payroll provider</td> <td style="text-align: right;">44.40</td> <td style="text-align: right;">7.40</td> </tr> <tr> <td>HMRC - tax</td> <td style="text-align: right;">15.20</td> <td></td> </tr> <tr> <td>Staff salaries for November (3 part time staff)</td> <td style="text-align: right;">1097.45</td> <td></td> </tr> <tr> <td>Gardeners expenses:</td> <td style="text-align: right;">39.92</td> <td></td> </tr> <tr> <td>Plants £31.84</td> <td></td> <td style="text-align: right;">5.31</td> </tr> <tr> <td>Grass seed for Festive Field £4.04</td> <td></td> <td></td> </tr> <tr> <td>Wire for allotment plot 22 £4.04</td> <td></td> <td style="text-align: right;">0.67</td> </tr> <tr> <td>Credit card:</td> <td style="text-align: right;">252.21</td> <td></td> </tr> <tr> <td>Zoom subscription £14.39</td> <td></td> <td></td> </tr> <tr> <td>JRB Ltd - dog poo bags £37.50</td> <td></td> <td style="text-align: right;">6.25</td> </tr> <tr> <td>Cartridge people - black toner for HP printer £33.90</td> <td></td> <td style="text-align: right;">5.65</td> </tr> <tr> <td>Post Office 2nd class stamps x 12 £7.80</td> <td></td> <td></td> </tr> <tr> <td>Images Framing - freedom scroll £40.00</td> <td></td> <td></td> </tr> <tr> <td>Wel Medical - defib pads x 3 £118.62</td> <td></td> <td style="text-align: right;">19.77</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">4,875.81</td> <td></td> </tr> <tr> <td>Receipts</td> <td></td> <td></td> </tr> <tr> <td>Cemetery fees</td> <td style="text-align: right;">220.00</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">220.00</td> <td></td> </tr> </tbody> </table>	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		Business Stream - allotments water bill	178.57		Annual insurance premium - Came and Company	1,480.69		Glazik Kershaw - payroll provider	44.40	7.40	HMRC - tax	15.20		Staff salaries for November (3 part time staff)	1097.45		Gardeners expenses:	39.92		Plants £31.84		5.31	Grass seed for Festive Field £4.04			Wire for allotment plot 22 £4.04		0.67	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	Post Office 2nd class stamps x 12 £7.80			Images Framing - freedom scroll £40.00			Wel Medical - defib pads x 3 £118.62		19.77		4,875.81		Receipts			Cemetery fees	220.00			220.00		
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																																																																									
Business Stream - allotments water bill	178.57																																																																									
Annual insurance premium - Came and Company	1,480.69																																																																									
Glazik Kershaw - payroll provider	44.40	7.40																																																																								
HMRC - tax	15.20																																																																									
Staff salaries for November (3 part time staff)	1097.45																																																																									
Gardeners expenses:	39.92																																																																									
Plants £31.84		5.31																																																																								
Grass seed for Festive Field £4.04																																																																										
Wire for allotment plot 22 £4.04		0.67																																																																								
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																																																																								
Post Office 2nd class stamps x 12 £7.80																																																																										
Images Framing - freedom scroll £40.00																																																																										
Wel Medical - defib pads x 3 £118.62		19.77																																																																								
	4,875.81																																																																									
Receipts																																																																										
Cemetery fees	220.00																																																																									
	220.00																																																																									

	Proposed: DR Seconded: PT Outcome: All agreed	
20/11/20	Items for January's agenda	
	To agree to make the village hall clerk role a permanent position To review council grievance and disciplinary policy	
	Date of next meeting Thursday 28 th January 2021	
	Meeting closed at: 21:15	